



The Unofficial Guide to **Oracle® Learning Management**

for Learners, Managers, and Instructors

Written by Synergy Codeworks

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The Unofficial Guide to Oracle® Learning Management for Learners, Managers, and Instructors

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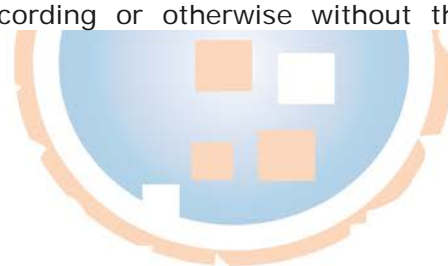


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Tips for Navigating this User Guide

This user guide is separated out by role and provides details for Learners, Managers, and Instructors. There are several formatting conventions used to help you. The following icons denote best practice recommendations, pitfalls to avoid, technical explanations, and key questions to ask yourself when using Oracle Learning Management:



Tips and best- practice recommendations



Pitfalls to avoid



Technical details



Welcome to Oracle Learning Management

Provide a Single Source of Training Truth for Your Organization

Oracle Learning Management (OLM) provides you with the ability to manage all aspects of your training in a single location. Because OLM integrates seamlessly with your existing Oracle Human Resources system, your personnel and assignment information is updated in real time, immediately giving you access to the training you need.

Here are some of the features available in Oracle Learning Management that will be expanded upon in this in-depth user guide:

- Manage your enrollments and subscriptions;
- Create and subscribe to Learning Paths to track your long-term learning goals;
- Get certified (once or on a recurring basis);
- Achieve competencies based on successful completion of a Course, Learning Path, or Learning Certification;
- Find training based on your current job or future goals;
- Participate in online Discussion Forums and Chats;
- View learning history for your direct reports;
- Update enrollment information for Learners that are attending a Class that you're scheduled to teach.



Employees



- Allow self-enrollment in Classes;
- Consume training materials in a variety of formats;
- Maintain a detailed record of all training-related activities.

Managers



- Manage training for direct reports;
- Require approvals to maintain control over schedules and costs;
- Create customized Learning Paths for individual employees.

Trainers



- Keep track of schedule for up-coming Classes;
- Update attendance information;
- Collaborate with students through online forums and chats.

Administrators



- Track completion and renewal information for compliance training;
- Manage enrollments and waitlists;
- Keep all training-related information in one place.

Understanding Key Learning Management Definitions

Catalog – The Oracle Learning Management *Catalog* is a nested, hierarchical structure used to administer your organization's training in a systematic fashion. It's essentially the heart and soul of Oracle Learning Management, and is built using the following objects: *Categories*, *Courses*, *Learning Paths*, *Learning Certifications*, *Offerings*, *Classes*, and *Sessions*.

Category – Similar to folders on your computer or network, *Categories* are used to organize the Learning Management Catalog into logical sections. *Categories* can contain Courses, Learning Paths, Learning Certifications, Forums, and Chats.

Course – A *Course* defines the subject matter and organizational objectives for the training that you are delivering to your Learners. It is what you are teaching.

Offering – An *Offering* defines the *Delivery Mode* and language of a *Course*. Examples include instructor-led training, online self-paced training, live webinar, or offline self-study. It is how you are teaching the material to your Learners. A *Course* can have multiple Offerings.

In Oracle Learning Management, a *Delivery Mode* is a way of serving training to Learners using a method that is either online or offline and synchronous (scheduled) or asynchronous (self-paced):

Offline Synchronous: This type of *Delivery Mode* occurs outside of the system and is scheduled to happen at a specific time and in a specific place. An example would be an instructor-led training held in Dover, New Hampshire.

Offline Asynchronous: This type of *Delivery Mode* occurs outside of the system and happens at the Learner's own pace. An example would be a physical book that the Learner reads offline.

Online Synchronous: This type of *Delivery Mode* is launched directly from the system and is scheduled to occur at a specific time. An example would be an instructor-led, live Webinar. The play button on the Learner Home page is only illuminated during the specific date and time allocated for the Class.

Online Asynchronous: This type of *Delivery Mode* is launched directly from the system is launched at the Learner's own pace. An example would be an Oracle User Productivity Kit E-Learning topic, or a recording of a live webinar given previously.

Classes – A *Class* is an instance of an *Offering* that your Learner actually enrolls into. As an example, it is a specific date, time, and location for a *Course* that is being delivered through an instructor-led *Offering*. It is also the *Catalog* object that your Learner chooses to enroll in for an online, self-paced e-learning *Offering*. For a Learner to consume training content in Oracle Learning Management there must be a *Course*, *Offering*, and *Class*. Classes define the where and when of your training.

Sessions – A *Session* is a detailed agenda item or subdivision for a *Class*. It is most often used to separate resource bookings and scheduling. It is not required to have a *Session* for a *Class*.

Forum – A *Forum* is an online bulletin board that facilitates discussions between Learners and Instructors. Forums can exist at the *Category* level and be open to anyone that is given access to it, or Forums can be set up at the *Class* level and only be accessible to Learners that are enrolled in the *Class*.

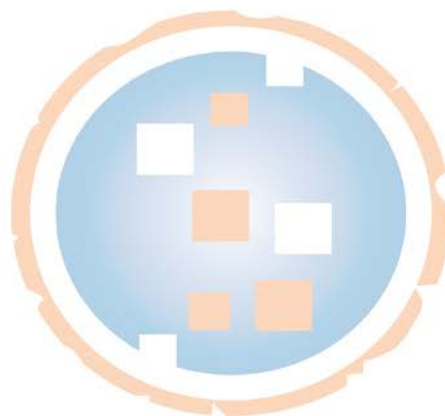
Chat – A *Chat* is a scheduled, live discussion that allows Learners and Instructors to collaborate in real time using plain text. Just like *Forums*, *Chats* can exist at the *Category* level or the *Class* level.

Learning Path – A *Learning Path* is a collection of *Courses* that satisfies a long-term training goal that a single *Course* cannot satisfy on its own.

Learning Certification – A Learning Certification is an object that contains one or more component *Courses* that must be completed within a specific time period. These components may or may not be subject to validity periods and renewal options.

Learner Access – *Learner Access* determines who can view and enroll in / subscribe to training within the Catalog (optionally subject to manager approval).

Competency – A *Competency* (also known as *Competence*) is a defined skill with a structured guide for evaluating and developing supporting behaviors for the skill as an individual employee. Competencies can be awarded to Learners based on their completion of a *Course*, *Learning Path*, or *Learning Certification* (optionally subject to manager approval). *Competencies* can also be required for a Learner to have before they are allowed to take a *Course* or for an Instructor to be assigned to a specific *Class*.



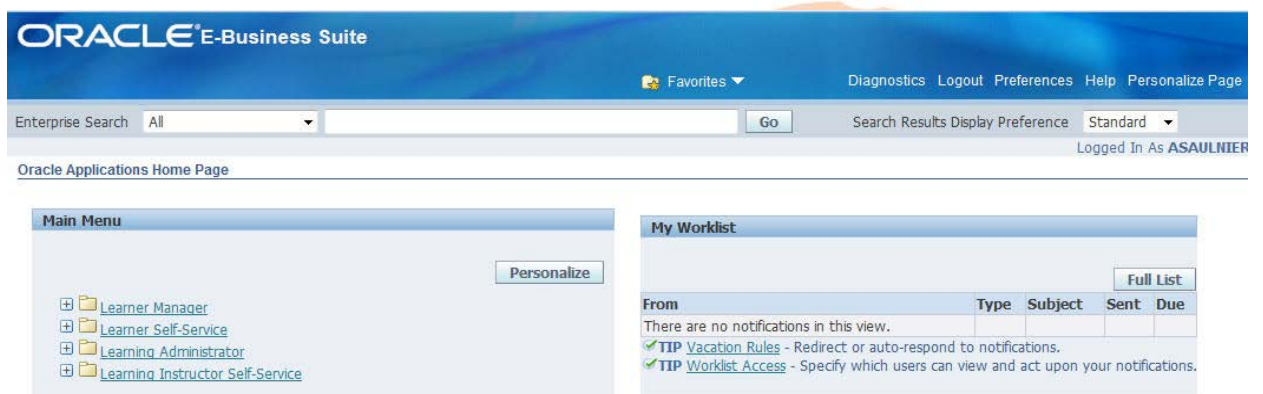
Getting Started

- To access the Oracle Learning Management system, open a web browser and navigate to your Oracle E-Business Suite instance.



The image shows the Oracle E-Business Suite login page. At the top is the Oracle logo. Below it is a banner with a globe and a row of five small images showing people working. The main area contains a login form with fields for *User Name (example: michael.james.smith) and *Password (example: 4u99v23). There are Login and Cancel buttons. Below the password field is a Login Assistance link and an Accessibility dropdown menu set to None. At the bottom, there is a 'Select a Language:' section with 'English' selected. A footer bar contains links for 'About this Page' and 'Privacy Statement'.

- Enter your **User Name** and **Password**.
- Click the **Login** button.
- The first time you log into the system, you will be prompted to changed your password:
 - Enter your old password
 - Enter your new password
 - Confirm your new password
- You will be brought to the main *Oracle Navigator* page.



The image shows the Oracle E-Business Suite main page. The header includes the Oracle E-Business Suite logo, a Favorites dropdown, and links for Diagnostics, Logout, Preferences, Help, and Personalize Page. Below the header is an Enterprise Search bar with a dropdown set to 'All' and a Go button. To the right of the search bar is a Search Results Display Preference dropdown set to 'Standard'. The page is logged in as ASAULNIE. The main content area is divided into two sections: 'Main Menu' and 'My Worklist'. The 'Main Menu' section has a 'Personalize' button and a list of links: Learner Manager, Learner Self-Service, Learning Administrator, and Learning Instructor Self-Service. The 'My Worklist' section has a 'Full List' button and a table with columns: From, Type, Subject, Sent, and Due. The table contains two rows of notifications: 'Vacation Rules' and 'Worklist Access'.

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		

- Please note that your screen may look a little bit different, depending on which roles and responsibilities you have access to in your environment.
- The four main responsibilities available for Oracle Learning Management are:
 - *Learner Self-Service* – where employees will access their training details;
 - *Learner Manager* – where supervisors will view and manage training for their employees;
 - *Learning Instructor Self-Service* – where Class facilitators will view details for training they have been assigned to teach;
 - *Learning Administrator* – where you will manage your Catalog structure, enrollments, subscriptions, resources, online content, and groups.

Details of what is possible within the Learner, Manager, and Instructor responsibilities are covered throughout this guide.



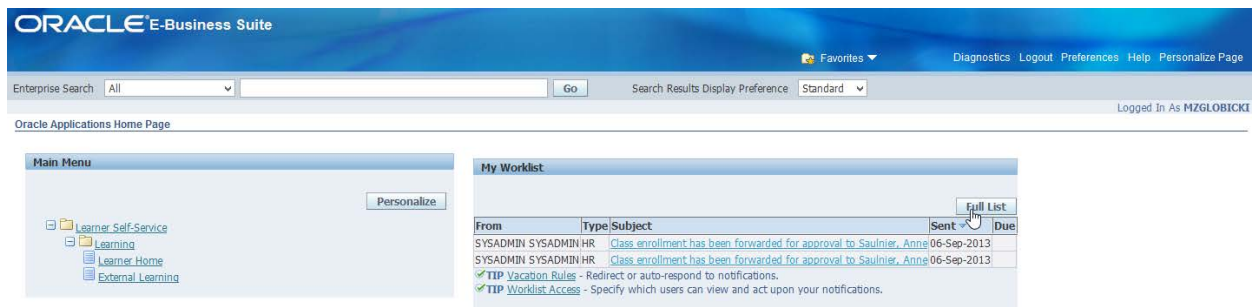
Common Tasks

Viewing and Closing Your Open Worklist Notifications

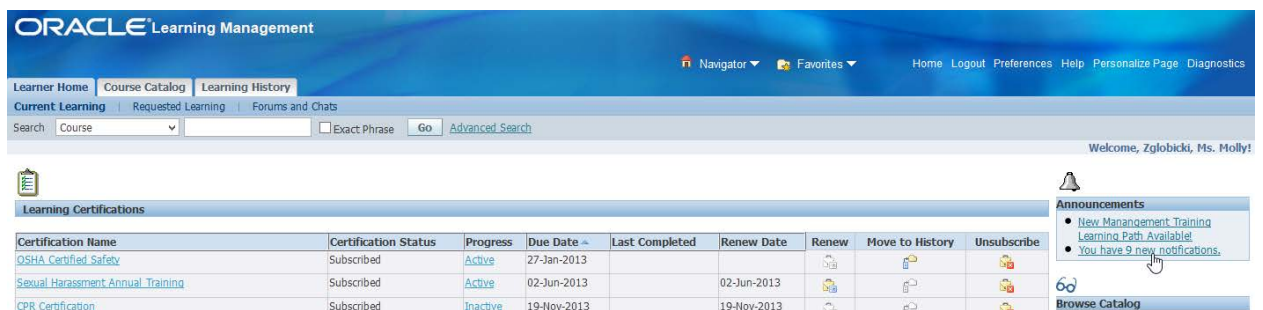
The Worklist shows notifications related to enrollments, subscriptions, due dates, and other data. You may specify other users you would like to be able to view and / or act upon your Worklist notifications.

To access your Worklist, log into your *Oracle E-Business Suite* instance and do one of the following:

- Immediately after login, you will be taken to the *Oracle Navigator* page.
 - Here you will see a section called *My Worklist*.



- To review a complete list of *Worklist* notifications from the *Oracle Navigator* page, click the **Full List** button on the far right side of the page.
 - To review the details for an item in your Worklist, select the link for its **Subject**, and you will be taken to its details page.
- Alternately, you can view your Worklist via the *Current Learning* page:
 - Navigate to your *Current Learning* page.
 - View your Worklist by clicking on the, “**You have __ new notifications,**” link at the bottom of the *Announcements* section.



- Your *Worklist* will be shown.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning >

Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	Zglobicki, Molly	HR	Successfully subscribed to Learning Path.	06-Sep-2013	
<input type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click on the **Subject** of any notification you wish to view.
- The notification's details page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist >

Information

This notification does not require a response.

Successfully subscribed to Learning Path.

OK Reassign Request Information

From Zglobicki, Molly
To Zglobicki, Molly
Sent 06-Sep-2013 14:20:48
ID 5086989

Zglobicki, Ms. Molly has successfully subscribed you to the Learning Path detailed below.

Learning Path: Advanced Professional Skills
Start Date: 01-Jul-2004

Return to Worklist

☐ Display next notification after my response

OK Reassign Request Information

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

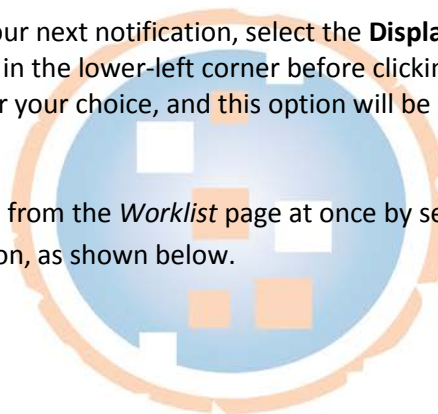
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- If you would like to close the notification so that it no longer appears in your Worklist, click the **OK** button.



If you would like to automatically view your next notification, select the **Display next notification after my response** checkbox in the lower-left corner before clicking an action button. The system will remember your choice, and this option will be saved / the box will remain selected.

- You can also choose to access multiple notifications from the *Worklist* page at once by selecting their check boxes and then clicking the **Open** button, as shown below.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- The first notification's details page will be shown.

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Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist >

Information

This notification does not require a response.

Class enrollment has been forwarded for approval to Saulnier, Anne

Step 1 of 3 Next OK Reassign Request Information

From: SYSADMIN SYSADMIN
To: Zglobicki, Molly
Sent: 06-Sep-2013 14:21:01
ID: 5086992

Action History

Sequence	Name	Action	Date	Notes
1	Zglobicki, Molly	Submit	06-Sep-2013 14:21:00	
2	Saulnier, Anne	Pending		

Return to Worklist

Step 1 of 3 Next OK Reassign Request Information

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- To view the next notification, click the **Next** button.
- The next notification that you chose to view will be displayed.



If you selected only 2 notifications, you will see a **Continue** button rather than a **Next** button.



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Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home > Current Learning > Worklist >

Information

This notification does not require a response.

You have successfully enrolled in the class.

Back Step 2 of 3 Next OK Reassign Request Information

From: Zglobicki, Molly
To: Zglobicki, Molly
Sent: 06-Sep-2013 14:10:21
ID: 5086980

You have successfully enrolled in the class below.

Class Name: Management Training Test (English, Self Paced Online) 23489
Enrollment No: 65982
Delivery Mode: Online Self-Paced
Expiration Date:
Your Enrollment Status is: Enrolled

Please keep a copy of this information for your reference.

Return to Worklist Back Step 2 of 3 Next OK Reassign Request Information

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- To close a notification from its details page, click the **OK** button.
- The notification will be closed and the next notification's details will be shown, or you will be returned to your main *Worklist* page.



When closing a notification from its details page using the **OK** button, the system will not display a warning; the notification will just be closed out.

- From the *Worklist* page, you can close an individual notification or multiple notifications at once by selecting it / them and clicking the **Close** button.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home > Current Learning >

Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

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- A *Warning* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Warning

All the selected notification will be closed.

Cancel Apply

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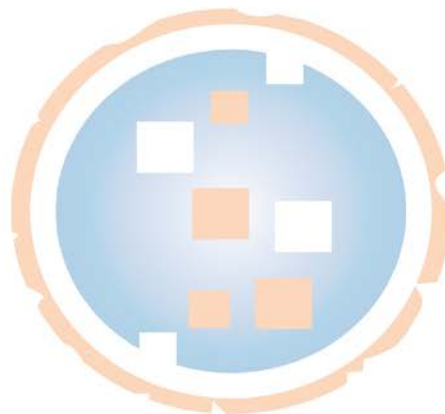
- Click the **Apply** button to move forward with closing out the notification(s).
- The notification(s) will be closed and you will be returned to your main *Worklist* page.



You cannot re-open a notification after it has been closed, but you can still view its details.

- To exit the *Worklist* page, you may use a breadcrumb trail link to either:
 - Return to your *Current Learning* page, if you accessed your Worklist via your Current learning page.

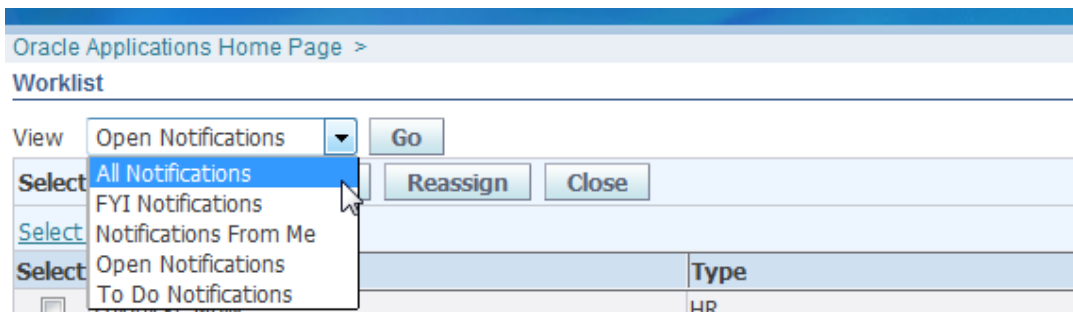
- Or be returned to the *Oracle Applications Home* page, if you accessed your Worklist via the Oracle Navigator page.



Viewing Different Types of Worklist Notifications

From the *Worklist* notifications page, you can use the *View* drop-down menu to access closed notifications or see other types of *Worklist* notifications.

- Choose the desired *View* option from the drop down menu, and click the **Go** button.



Note: Selecting the *All Notifications* option will make canceled and closed notifications visible. The system will automatically sort and display *All Notifications* in alphabetical order by *Status*.

- From this screen you can also select individual or multiple notifications, or the entire list to change their status or view them at once.



Reassigning Worklist Notifications

You can reassign notifications in two ways:

1. You may *delegate your response* to another user (grant another user the ability to respond to a notification on your behalf without transferring ownership of the notification to that user).
2. You may also choose to *transfer notification ownership* to hand over full responsibility and ownership of the notification(s) to the selected user.

- Navigate to your *Worklist* page.
- Select one or multiple notifications to reassign.



Multiple notifications can only be selected and reassigned collectively, as a group, to the same user. If you are reassigning multiple notifications to different users, you must select them based on their intended reassignments.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning >

Worklist

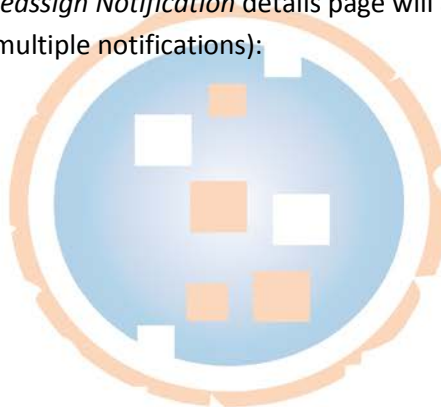
View All Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select	From	Type	Subject	Sent
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	Successfully subscribed to Learning Path	06-Sep-2013
<input type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class	06-Sep-2013
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class	06-Sep-2013

- Click the **Reassign** button.
- The *Reassign Notifications as Group* page, or the *Reassign Notification* details page will appear (depending on whether you have selected one or multiple notifications):



ORACLE Learning Management

Home | Catalog | Learning History | Requested Learning | Forums and Chats

Home: Current Learning > Worklist >

Reassign Notifications as Group

* Indicates required field Use "Delegate" to give another user authority to respond to a notification on your behalf, while still retaining ownership or "Transfer" to give another user complete ownership of and responsibility for that notification.

Cancel Submit

From	Message Type	Subject	Sent	Due Date
Zgibicki, Molly	HR	External Learning record has been created	25-Nov-2012	
Zgibicki, Molly	HR	External Learning record has been deleted	25-Nov-2012	

Reassign all selected

* Assignee: All Employees and Users

☒ Delegate your response

☐ Transfer notification ownership

Comments

Return to Worklist

Cancel Submit

Home | Catalog | Learning History | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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If you are only reassigning a single notification, you may also do so by selecting its link in the **Subject** column and reassigning it via its details page.

- Choose the appropriate User Type from the *Assignee* drop down menu.

ORACLE Learning Management

Learner Home | Course Catalog | Learning History | Requested Learning | Forums and Chats

Learner Home: Current Learning > Worklist >

Reassign Notifications as Group

Use "Delegate" to give another user authority to respond to a notification on your behalf, while still retaining ownership or "Transfer" to give another user complete ownership of and responsibility for that notification.

* Indicates required field

Cancel Submit

From	Message Type	Subject	Sent	Due Date
Zgibicki, Molly	HR	You have successfully enrolled in the class	06-Sep-2013	
Zgibicki, Molly	HR	Successfully subscribed to Learning Path	06-Sep-2013	

Reassign all selected

* Assignee: Employee

All Employees and Users

Employee

Oracle Applications User

Public Sector Employee

Trading Community Architecture Parties

Employee Position

Engineering List

Government Group Box

Healthcare Security Group

Marketing Approvals

Marketing Channels

Oracle Applications Responsibility

Trading Community Architecture Groups

User Management

Comments

Return to Worklist

Cancel Submit

Learner Home | Course Catalog | Learning History | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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- Enter the person's name, starting with their **last name**, in the *Assignee* search field and click the magnifying glass.
- The *Search and Select: User or Role* window will appear.

Search and Select: User or Role



Cancel Select


Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name saulnier Go

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		Saulnier, Anne	AESAULNIER	
<input type="radio"/>		Saulnier, Anne	ASAULNIER	aesaulnier@synergycode.com

[About this Page](#) 


Cancel Select

- Click the **Quick Select** icon next to the name of the individual to whom you want to grant access to your Worklist.
 - Alternately, you can enter a partial name to search for.



If you enter the first 3 characters of a person's last name and wait a few seconds, the system will automatically display a pop-up window listing all search results matching your search criteria, as shown in the screen shot below. You may then select the person's name and it will be entered into the **Assignee** field.



Reassign all selected

* Assignee Employee sau 

☒ Delegate your response
☐ Transfer notification ownership

Comments

Name	User Name	Email
Sau lnier, Anne	ASAULNIER	aesaulnier@synergycode.com
Sau lnier, Anne	AESAULNIER	
Sau nders, Jennifer	JSAUNDERS	nobody@localhost

 1 - 3 



The **Name** field also supports use of a wildcard character (%) at the beginning of a search string. Keep in mind, however, that the search results will return names that include ALL of the associated Assignee Types (if the % sign is used alone) and, if a letter or letters are added, will return ALL names that include the entered letter(s).

- Choose whether to **Delegate your response**, or **Transfer notification ownership** using the appropriate radio button.
- Enter any **Comments** you would like to add.
- Click the **Submit** button.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist >

Reassign Notifications as Group

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.
* Indicates required field

Cancel Submit

Selected Notifications

From	Message Type	Subject	Sent	Due Date
Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	
Zglobicki, Molly	HR	Successfully subscribed to Learning Path.	06-Sep-2013	

Reassign all selected

* Assignee: Employee Saulnier, Anne

☒ Delegate your response
☐ Transfer notification ownership

Comments

Return to Worklist

Cancel Submit

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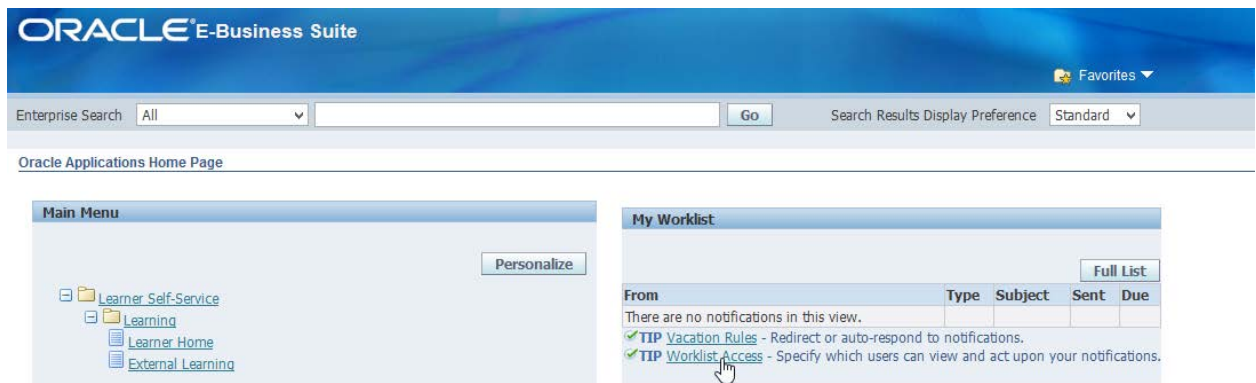
- The system will make the change(s) without displaying a confirmation message.
- You will be returned to your *Worklist* page.



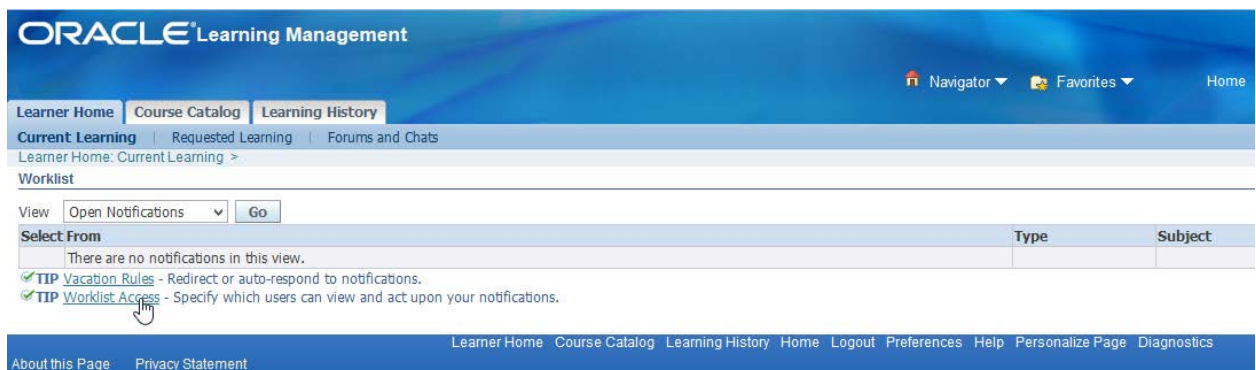
Granting Other Users Access to Your Worklist

You may delegate other system users to view and act upon your worklist.

- From the *Oracle Navigator* page, at the bottom of the *My Worklist* section, click on **Worklist Access**.



- Alternatively, from the *Worklist* page, click the **Worklist Access** link.



- The *Worklist Access* page will appear.



- Click the **Grant Worklist Access** button.

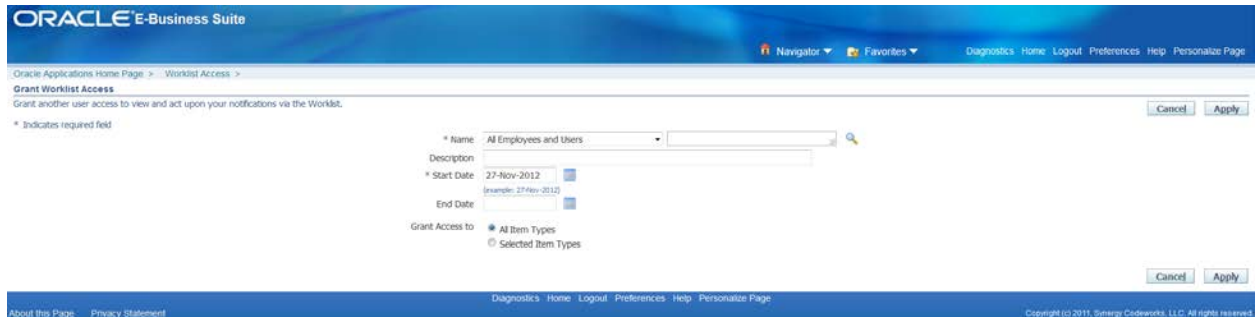
Worklist Access

The following users have access to view and act upon your worklist

Grant Worklist Access	
Name	Description
No results found.	

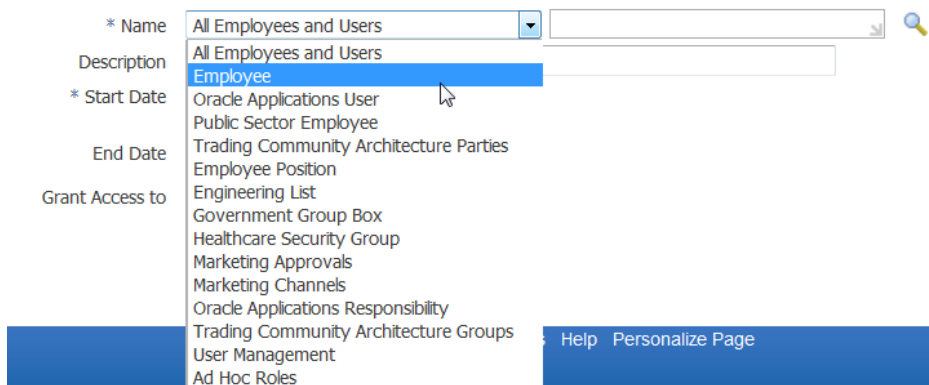
[Return to Worklist](#)


- The *Grant Worklist Access* information page will appear.

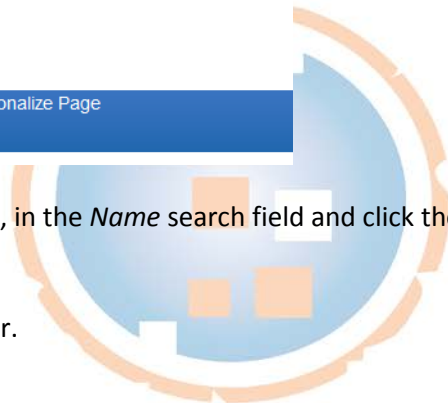


Fields marked with an asterisk (*) are required.

- Choose the appropriate User Type from the *Name* drop down menu.



- Enter the person's name, starting with their **last name**, in the *Name* search field and click the magnifying glass. 
- The *Search and Select: User or Role* window will appear.



Search and Select: User or Role

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name saulnier Go

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		Saulnier, Anne	AESAULNIER	
<input type="radio"/>		Saulnier, Anne	ASAULNIER	aesaulnier@synergycode.com

[About this Page](#)

Cancel Select

- Click the **Quick Select** icon next to the name of the individual who you want to grant access to your Worklist.
 - Alternately, you can enter a partial name to search for.



If you enter the first 3 characters of a person's last name and wait a few seconds, the system will automatically display a pop-up window listing all search results matching your search criteria, as shown in the screen shot below. You may then select the person's name and it will be entered into the **Name** field.

* Name All Employees and Users sau

Description

* Start Date 27-Nov-2012
(example: 27-Nov-2012)

End Date

Grant Access to ☒ All Item Types ☐ Selected Item Types

Name	User Name	Email
Saulnier, Anne	AESAULNIER	
Saulnier, Anne	ASAULNIER	aesaulnier@synergycode.com

1 - 2



The **Name** field also supports use of a wildcard character (%) at the beginning of a search string. Keep in mind, however, that the search results will return names that include ALL of the associated User Types (if the % sign is used alone) and, if a letter or letters are added, will return ALL names that include the entered letter(s).

- You can grant access to *All Item Types*, or only to certain *Selected Item Types*.
 - To grant access to *All Item Types*, leave the radio button selected for that option.
 - To grant access to *Selected Item Types*, choose the **Selected Item Types** radio button.
 - The *Available and Selected Item Types* interface will appear.

* Name: All Employees and Users | Saulnier, Anne

Description:

* Start Date: 27-Nov-2012 (example: 27-Nov-2012)

End Date:

Grant Access to: ☐ All Item Types ☒ Selected Item Types

Available Item Types

HR

OTA Workflow

>

 Move

>>

 Move All

<

 Remove

<<

 Remove All

Selected Item Types

- Select the Item Type(s) that you want the user to have access to, and use the buttons in the middle to move it / them over to the *Selected Item Types* list.

Cancel Apply

* Name: All Employees and Users | Saulnier, Anne

Description:

* Start Date: 27-Nov-2012 (example: 27-Nov-2012)

End Date:

Grant Access to: ☐ All Item Types ☒ Selected Item Types

Available Item Types

OTA Workflow

>

 Move

>>

 Move All

<

 Remove

<<

 Remove All

Selected Item Types

HR

Cancel Apply

- Once you have selected and moved all of the desired Item Types, click the **Apply** button.
- The *Worklist Access* page will appear, indicating that the user has been granted access to your worklist.

ORACLE E-Business Suite

Oracle Applications Home Page >

Worklist Access

The following users have access to view and act upon your worklist:

Grant Worklist Access

Name	Description	Start Date	End Date	Status	Update	Delete
Saulnier, Anne	*NULL*	27-Nov-2012		Active		

Return to Worklist

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Diagnostics Home Logout Preferences Help Personalize Page

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- Use the *Worklist Access* page to update or delete users at any time.
- Click the **Return to Worklist** link to return to your Worklist, or use the breadcrumb trail link to be returned to either your *Learner Home* or *Oracle Navigator* page.

Learner Self-Service

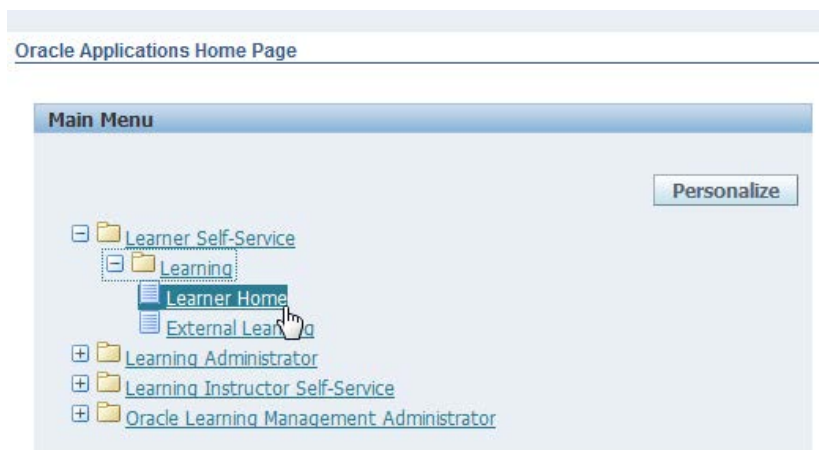
Introduction

Oracle Learning Management's Learner Self Service interface provides easy access to the tools you need to manage your own learning in the system as a Learner. You can review and control your current, requested, and historical learning and create Learning Paths. You can also browse Categories and drill down into them to find Courses, Learning Certifications, Learning Paths, and related Forums and Chats.

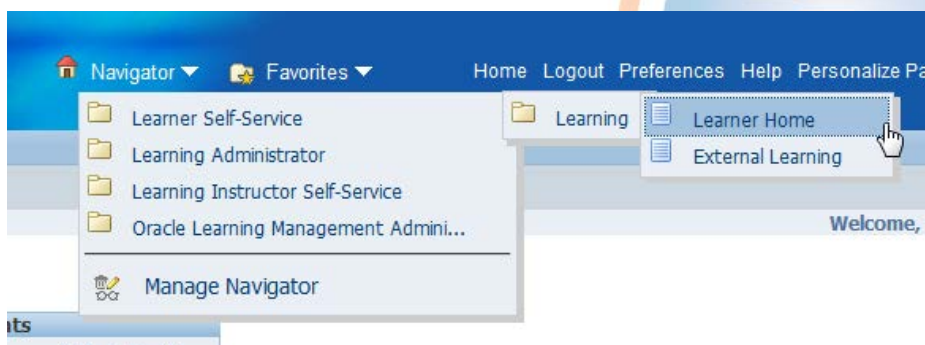
Viewing Your Current Learning

You can view multiple aspects of your *Current Learning* with ease via the *Learner Home* page. *Learner Home* offers convenient ways to search for and enroll in a class directly, view Learning Paths and Enrollments, see Announcements and browse the Catalog. As a Learner, you can also take advantage of centralized access to Forums and Chats from their *Learner Home* page.

- To access your *Current Learning* or *Learner Home* page, do one of the following:
 - From the *Main Menu*, expand the **Learner Self-Service** responsibility, choose **Learning**, and then select the **Learner Home** link.



- Alternately, from any page in the application, click the **Navigator** button, hover over *Learner Self-Service*, hover over *Learning*, and then select **Learner Home**.



- Your *Learner Home* page will appear.

ORACLE Learning Management

Navigator | Favorites | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

Learner Home | Course Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Search: Course | Exact Phrase | Go | Advanced Search

Welcome, Sashier, Anne Elizabeth!

Learning Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
Terrason On-Site Safety	Certified	Completed	05-Sep-2014	05-Sep-2013	05-Sep-2013	Renew	Move to History	Unsubscribe

Learning Paths

List of all your active Learning Paths

Create

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
No results found.									

Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

Show Key Notation

Course Name	Class Name	Type/Status	Items	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Course that has Classes with Exceptions	Terrason Popular Class	Enrolled	1	01-Nov-2013 09:00:00	02-Nov-2013 17:00:00		Eastern Time	Play	Move to History	Unenroll	Evaluate or Sign

Announcements

- New Management Training Learning Path Available!
- You have 18 new notifications.

Browse Catalog

- Compliance
- Management and Professional Development
- New Employee Orientation
- Oracle Training
- Products and Services
- Professional Certifications
- Safety
- Sales Skills
- Technical Training
- Terrason
- More...

My Chats

- OSHA Fire Safety
- Sim-Group Product Chat

About this Page | Privacy Statement | Learner Home | Course Catalog | Learning History | Home | Logout | Preferences | Help | Personalize Page | Diagnostics | Copyright (c) 2011, Synergy Networks, LLC. All rights reserved.

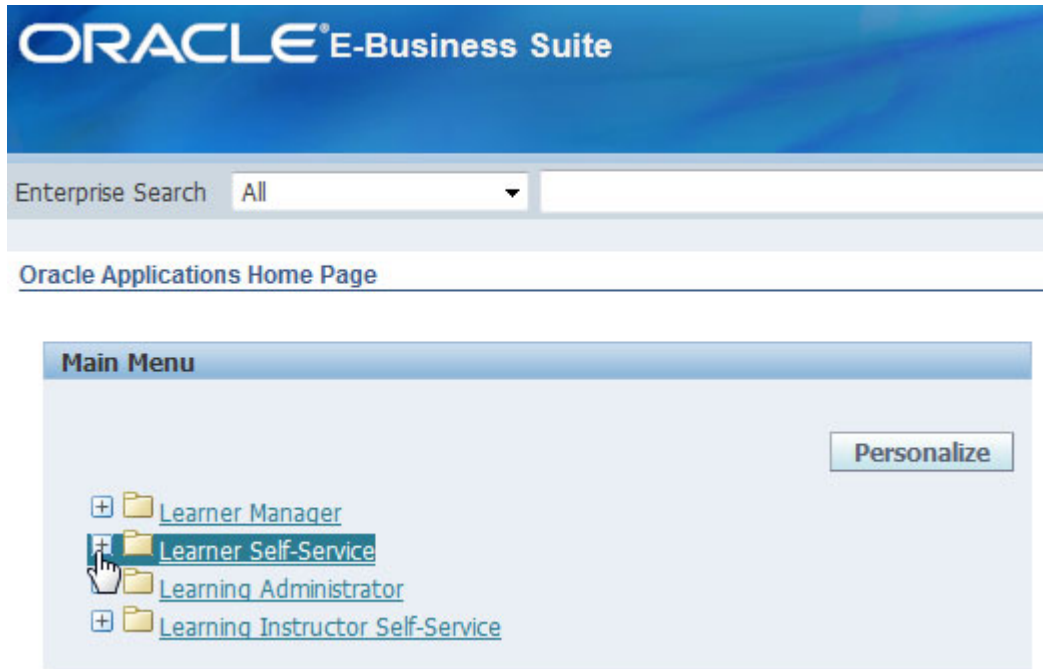
- If you are subscribed to any Learning Certifications, they will appear at the top of the page, followed by Learning Paths, and then active Enrollments.



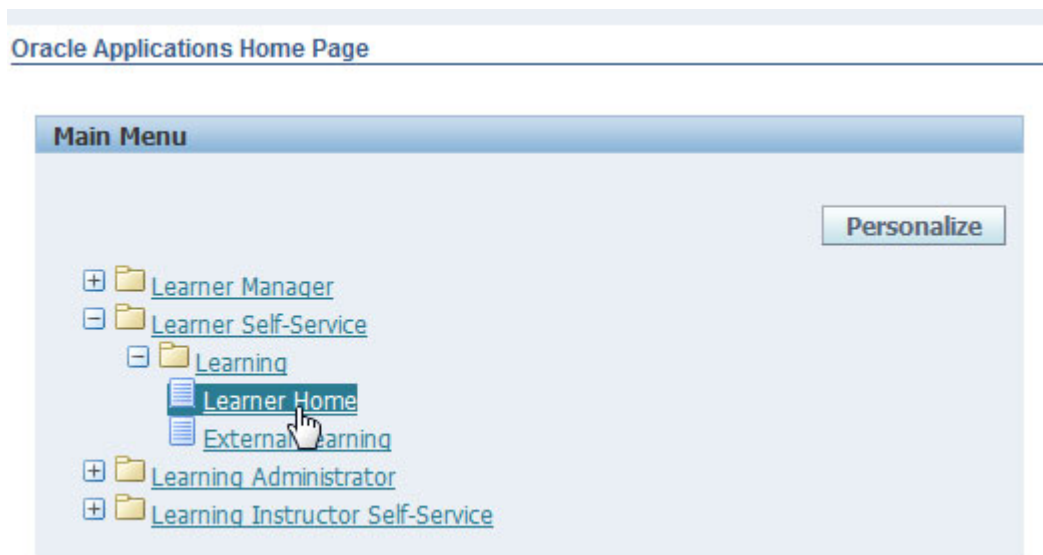
Viewing Announcements

You can view your current *Announcements* via the *Learner Home* page.

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Current Learning* page will appear; the *Announcements* section is located in the upper right corner.

- To view the details of an announcement, click on it.
- The details page for the selected *Announcement* will appear.

- To return to your *Learner Home* page, click the **Return to Learner Home** link beneath the *Announcements* section.

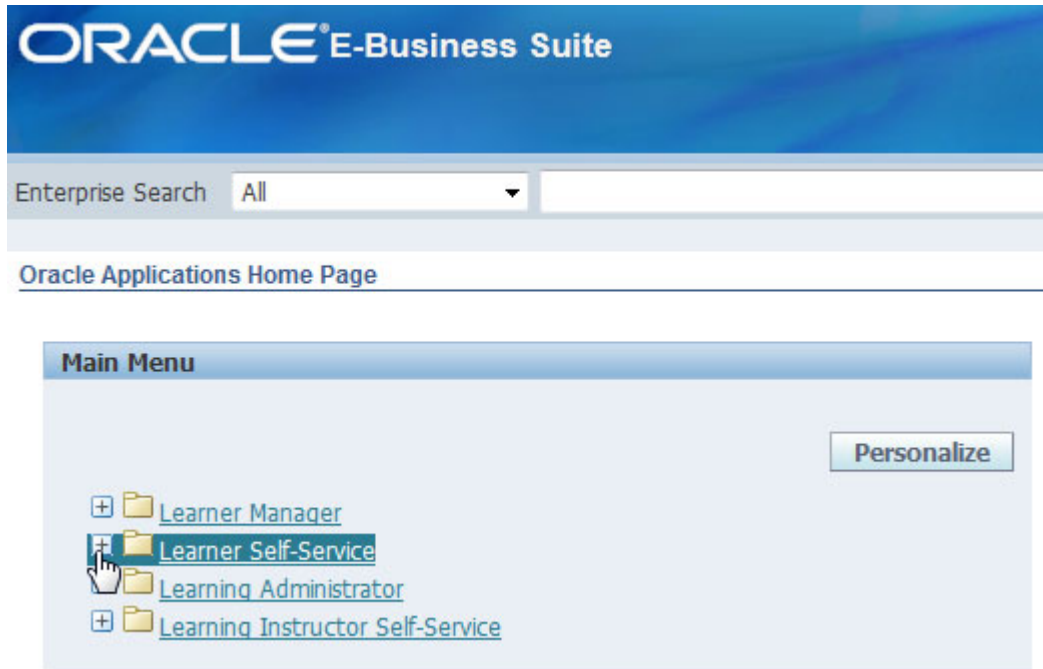


You can also view any new notifications you may have through this section by clicking on, **“You have _ new notifications”** at the bottom of the *Announcements* list. Doing so will take you to your open *Worklist* notifications.

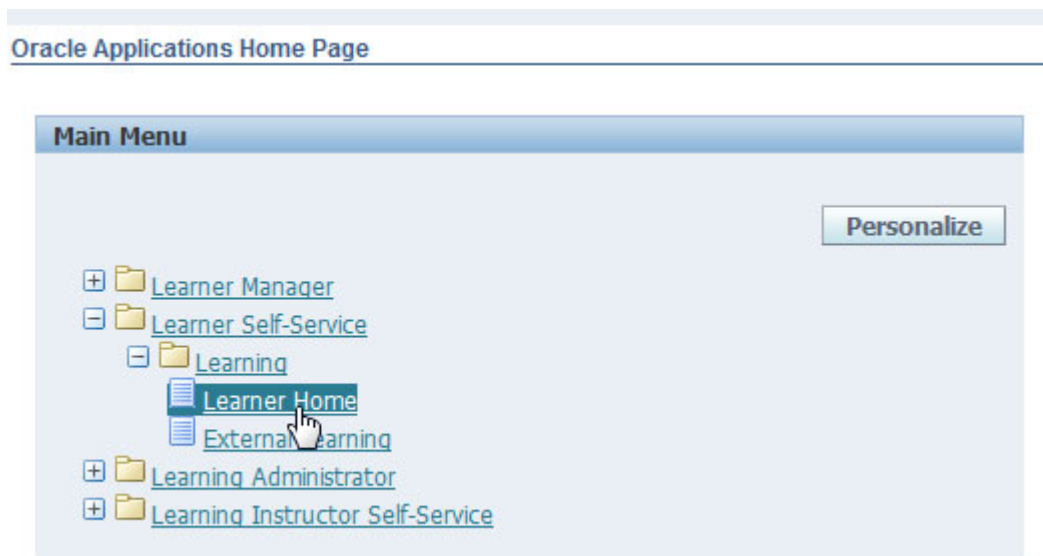


Launching Online Training

- On the *Oracle Navigator* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Learner Home* page will appear.
- Go to the *Enrollments* section.



Enrollments


Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

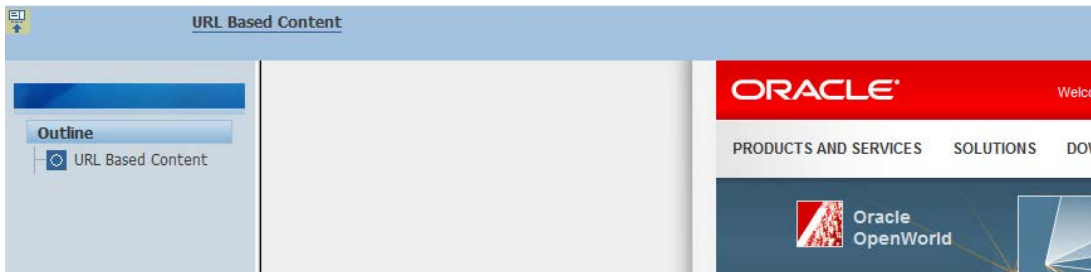
[Show Key Notation](#)

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Managing Online Learning		Not Attempted		19-Sep-2012 00:00:00			Central Time				
Working with the Oracle Learning Management Catalog		Not Attempted		19-Sep-2012 00:00:00			Central Time				
Introduction to Oracle Learning Management		Not Attempted		02-Feb-2011 00:00:00			Central Time				
Bounce Test 021012 140183		Not Attempted		02-Oct-2012 00:00:00			Central Time				
Online Self-Paced 140184		Not Attempted		02-Oct-2012 00:00:00			Central Time				

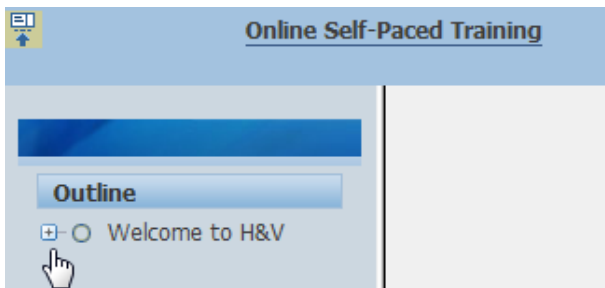


Before you proceed, ensure that all pop-up blockers have been disabled in your browser.

- Click the **Play** icon  associated with the class you wish to launch.
- A new browser window will open, and the selected online content will be displayed.



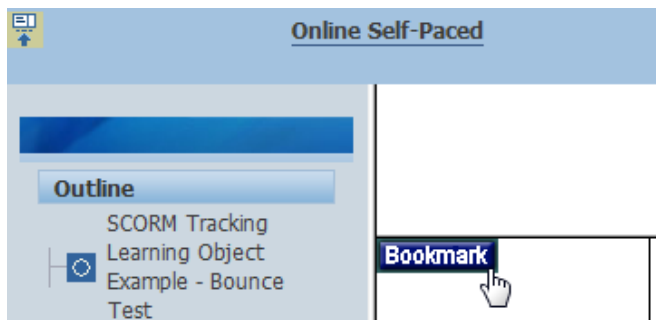
- Online classes with more than one module will show a “+” sign in the outline view, as shown below.





- Click the “+” sign to expand the list and view the full list of modules for the training.



















- Some custom-developed online content may provide the option to manually mark your place within the training by clicking a **Bookmark** button.



To ensure the proper functioning of tracking within the training, always exit training by clicking the **Player Close** icon:  or the Player Home icon:  (do not use the browser's red close button).

- The system tracks how long a learner has spent on each online training module as well as any scores that were earned while taking quizzes, assessments, or tests.
- To view the time recorded for a specific online training, click the link in the *Status* column associated with the class on the *Learner Home* page.

 **Enrollments**
Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.
[Show Key Notation](#)

	Course Name	Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll or Sign	Evaluate
	* 02 - Intermediate Animal Care	Intermediate Animal Care		Not Attempted		01-Jan-1990 00:00:00			Central Time				
	* 03 - Advanced Animal Care	Advanced Animal Care		Completed		01-Jan-1990 00:00:00		17-Jul-2013 11:05:03	Central Time				
	Testing the skills for Management Training Learning Path	Management Training Test (English, Self Paced Online) 23489		Incomplete		23-Sep-2004 00:00:00			Central Time				

- You will see a page similar to this.



ORACLE[®] Learning Management

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Learner Home Course Catalog Learning History

Learner Home: Current Learning >

Enrollment Detail: Management Training Test (English, Self Paced Online) 23489

Delivery Mode Online Self-Paced Class Name Management Training Test (English, Self Paced Online) 23489 Category Managerial Tests and Assessments Time Zone Central Time Price Duration Enrollment Number 65982 Successful Attendance No Justification Enrollment Date 06-Sep-2013 14:10 Authorizer	Course Name Testing the skills for Management Training Learning Path Course Code Parent Category Managerial Language English (United States) Class Status Normal Supplier Enrollment Status Enrolled Special Instructions
---	---

Outline

Management Training [Status: Incomplete, Time: 00:00:33]

[Return to Home](#)

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- The *Outline* section shows detailed information about the Class' Status, including how much time has been spent on that particular class if it is online self-paced.
- Click the **Return to Home** link to return to your *Learner Home* page.

Outline

Management Training [Status: Incomplete, Time: 00:00:33]

[Return to Home](#)

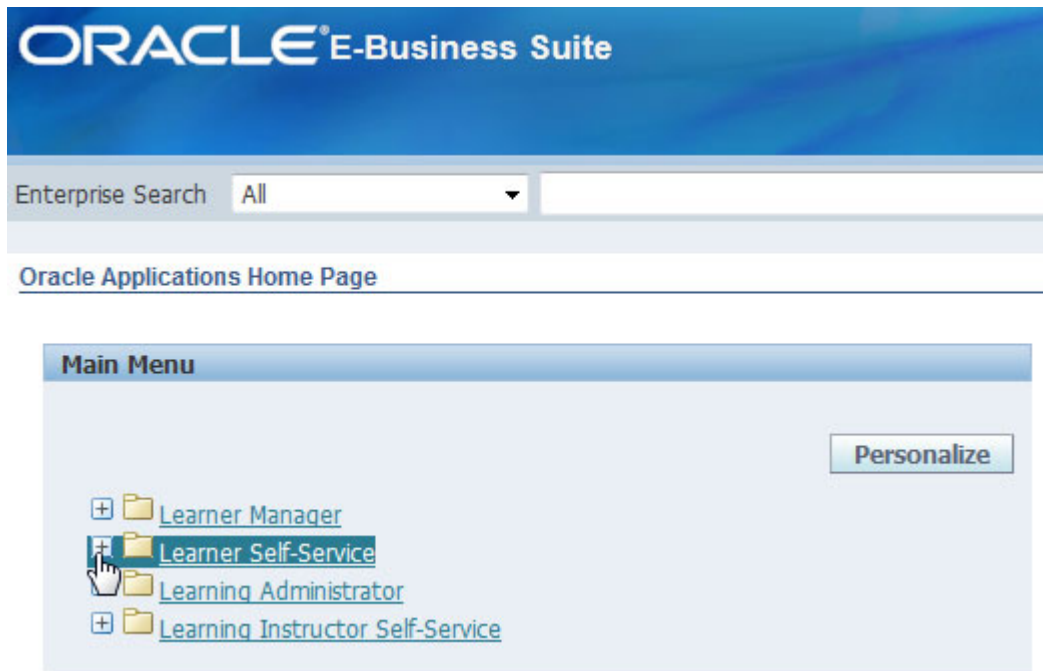
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Learner Home Course Catalog Learning History Home

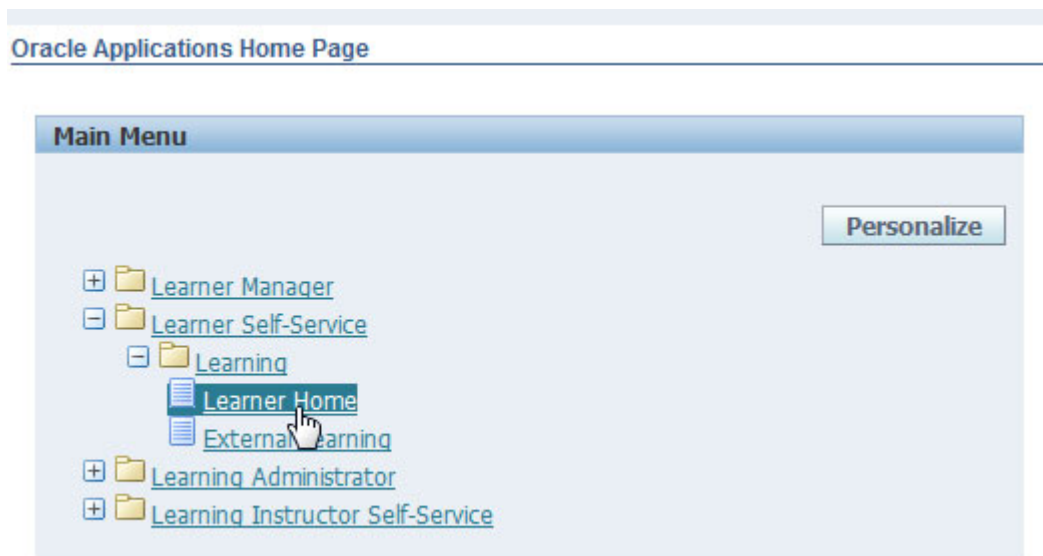


Browsing the Catalog

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Current Learning* page will appear.

- Click the **Course Catalog** tab.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home **Course Catalog** Learning History

Current Learning Requested Learning Forums and Chats

Search Course ☐ Exact Phrase [Advanced Search](#)

Welcome, Zglobicki, Ms. Molly!

Learning Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
OSHA Certified Safety	Subscribed	Active	27-Jan-2013					
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013			
CPR Certification	Subscribed	Inactive	19-Nov-2013		19-Nov-2013			

Announcements

- New Management Training Learning Path Available!
- You have 2 new notifications.

[Browse Catalog](#)

- The *Catalog Details* page will appear with a list of available *Categories*.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home **Course Catalog** Learning History

Search Course ☐ Exact Phrase [Advanced Search](#)

Browse Categories

Click a category to view its associated subcategories, courses, and learning paths.

- Compliance
- Management and Professional Development
- New Employee Orientation
- Oracle Training
- Products and Services
- Professional Certifications
- Safety
- Sales Skills
- Technical Training
- Terracon
- University Hospitals
- Archive Learning

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- To view learning for a specific Category, click on its corresponding link to navigate to the Category's detail page.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home **Course Catalog** Learning History

Search Course ☐ Exact Phrase [Advanced Search](#)

Course Catalog >

Management and Professional Development

Description

Management and Professional Development

Subcategories

- Managerial
- Professional Presentation and Communication

No Learning Found

This category contains no learning.

[Return to Browse](#)

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Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- From here, you can click on the name of any Catalog object to view additional details. For example, click a **Course Name** to view its details.
- You may also click the **Choose or Enroll in class** icon to view course details and find a suitable Offering.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Course ☐ Exact Phrase [Advanced Search](#)

Course Catalog > Management and Professional Development > Professional Presentation and Communication

Description

Presentation and communication skills

Subcategories

- Professional Skills Tests and Assessments

Learning Paths

Learning Path Name

[Advanced Professional Skills](#)

Courses

Click on 'Course' link to view details and enroll into class. 'Choose Class Or Enroll' link will provide either enrollment or offering/class page based on number of classes in the course.

Course Name	Choose or Enroll in class	Course Code
Communication Skills for Leadership		
Effective Presentation Delivery		

- The Course's detail page will appear and list the available Offerings, Description, and other information.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Course ☐ Exact Phrase [Advanced Search](#)

Course Catalog > Management and Professional Development > Professional Presentation and Communication > **Course: Communication Skills for Leadership**

Use this page to view the course details. To find a class in which to enroll, click an offering name.

[Show Key Notation](#)

Offerings

Offering Name	Language	Delivery Mode
English, Self Paced Online	English (United States)	Online Self-Paced
Japanese, Self Paced Online	Japanese	Online Self-Paced

Description

In this course, you will learn what the requirements of leadership are, how to communicate your suitability for the role, and how to communicate with those you lead. Leadership is not the same as management. Unlike management, leadership does not require formal recognition of authority. However, it does place other requirements on the person assuming the leadership role. Before people will follow, they need to be reassured that their leader is deserving of both their trust and their confidence. Good relationships are paramount, and communication is the prime tool for building those relationships. Once you have been accepted as the leader, good communication will ensure that objectives are agreed upon, understood, and achieved. 5.5

Audience

All managers and organization leaders

- Click on the name of the Offering to view its corresponding Classes.
- The selected Offering's details page will appear, and the available Classes will be listed.
- Click the **Enroll** icon to enroll in a class.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home **Course Catalog** Learning History

Search Course ☐ Exact Phrase [Advanced Search](#)

Course Catalog > New Employee Orientation > Company Overview, Conduct and Compliance > Course >


Offering: English, Self Paced Online

Use this page to view and enroll in a class. To cancel your enrollment, click the class name, then click Unenroll.

[Show Key Notation](#)

Classes

Filter by Name

Class Name	Time Zone	Duration	Class Status	Enrollment Status	Enroll
Ethics and Business Conduct (English, Self Paced Online) 9336	Central Time		Normal	Not Enrolled	

Course Prerequisites

Course Name	Prerequisite Type	Completed Status
No results found.		

- To return to the *Categories* page, click the **Course Catalog** link in the breadcrumb trail at the top left of the page.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home **Course Catalog** Learning History

Search Course ☐ Exact Phrase [Advanced Search](#)

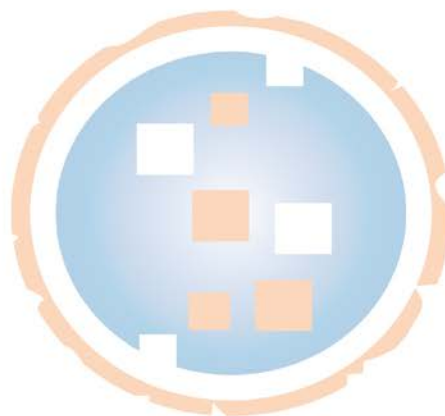
Course Catalog > Management and Professional Development > Professional Presentation and Communication > Course >

Offering: English, Self Paced Online

Use this page to view and enroll in a class. To cancel your enrollment, click the class name, then click Unenroll.

[Show Key Notation](#)

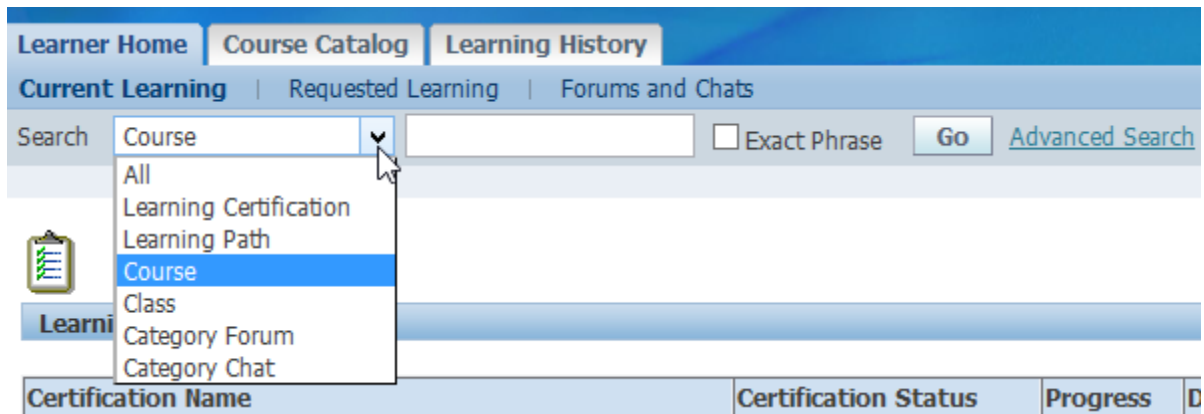
Classes



Searching the Catalog

You can do a quick search for available offerings using the *Search* bar from the *Learner Home* or *Catalog* pages. Quick Searches will query available offerings based on the *Course Name* field and description as well as any keywords the Administrator has associated with the course(s).

- To do a quick search for an item in your available learning, select an option in the *Search* drop-down menu and then enter a term or phrase in the *Keyword* field.



The screenshot shows the Oracle Learning Management System interface. At the top, there are tabs for 'Learner Home', 'Course Catalog' (which is selected), and 'Learning History'. Below these are sub-tabs for 'Current Learning', 'Requested Learning', and 'Forums and Chats'. The search section features a dropdown menu currently set to 'Course'. A mouse cursor is pointing at the dropdown arrow. The dropdown menu is open, displaying a list of search criteria: 'All', 'Learning Certification', 'Learning Path', 'Course' (which is highlighted in blue), 'Class', 'Category Forum', and 'Category Chat'. To the right of the dropdown is a text input field for the search term. Further right is a checkbox labeled 'Exact Phrase' and a 'Go' button. A link for 'Advanced Search' is also present. Below the search area, a table header is partially visible with columns: 'Certification Name', 'Certification Status', 'Progress', and 'D'.

- You can enter a keyword associated with what you're searching for or enter the full course name, if you know it. Following is an example of a quick search for any *Course* associated with the keyword, *safety*.
- Enter the desired keyword and click the **Go** button.



This screenshot shows the same Oracle Learning Management System interface as the previous one, but with the search term 'safety' entered into the text input field. The dropdown menu remains set to 'Course'. A mouse cursor is now pointing at the 'Go' button, which is highlighted. The 'Advanced Search' link is still visible to the right of the 'Go' button.

- The *Search Results* page will appear.



ORACLE Learning Management

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Learner Home Course Catalog Learning History

Search Course safety Exact Phrase Go Advanced Search

Learner Home: Current Learning > Courses

Click on 'Course' link to view details and enroll into class. 'Choose Class Or Enroll' link will provide either enrollment or offering/class page based on number of classes in the course. For different results please re-enter Search Criteria.

Course Name	Choose or Enroll in class	Course Code
OSHA General Industry Safety		
OSHA Certified - General Safety		
Mandatory Safety Training		

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Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- To view a course's details, click its name in the *Course Name* column.
- The *Course Details* page will appear.

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Learner Home Course Catalog Learning History

Search Course safety Exact Phrase Go Advanced Search

Learner Home: Current Learning > Courses > Course: OSHA Certified - General Safety

Use this page to view the course details. To find a class in which to enroll, click an offering name.
[Show Key Notation](#)

Offerings

Offering Name	Language	Delivery Mode
No results found.		

Administration

Course Code

Categories

This region lists the categories to which this course belongs.

Category	Parent Category
OSHA - Safety	Safety

- You can also click the **Advanced Search** link to search based on additional parameters and fields.

ORACLE Learning Management

Learner Home Course Catalog Learning History

Search Course Exact Phrase Go Advanced Search

Learner Home: Current Learning > Courses >

- The *Advanced Search* page will appear.



ORACLE® Learning Management

Navigator ▾ Favorites ▾ Home Logout Preferences Help

Learner Home **Course Catalog** **Learning History**

Learner Home: Current Learning > Courses > Course >

Advanced Search

To find learning, select a catalog object, specify your search criteria, and click Search. Each field you enter further reduce the list of search results. Click Select Competencies to find learning that delivers the competencies you specify.

Search Criteria

Catalog Object: Course ▾

Name: safety

☐ Exact Name Match

Keyword:

Course Code:

Objectives or Description:

Competencies: **Select Competencies**

Competency	Minimum Level	Maximum Level	Remove
No results found.			

Additional Class Criteria

Language:

Delivery Mode: ▾

Training Dates: ▾

Training Center: **Select Training Centers**

Training Center	Remove
No results found.	

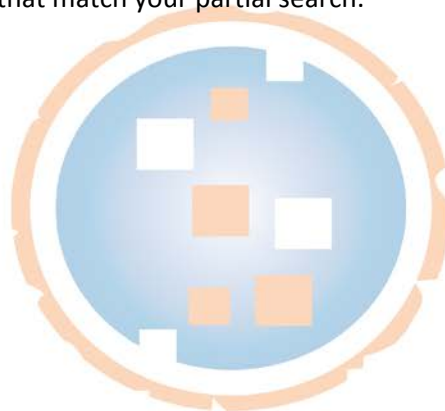
- To search by *Catalog Object*.
 - Enter a *Keyword*, *Course Code* or a *Course's Objectives or Description*.
 - Search by *Competencies* that have been defined in the system by clicking the **Select Competencies** button.

Competencies: **Select Competencies**

Competency	Minimum
No results found.	



Start your search with at least one letter, and use the % character as a wildcard to see all available competencies that match your partial search.




Keyword

[Select All](#) | [Select None](#)

Select Competency	
<input type="checkbox"/>	Strategic Selling i
<input type="checkbox"/>	Spreadsheet Skills i
<input type="checkbox"/>	Sales Experience i
<input type="checkbox"/>	Spanish i

- You may also search by *Additional Class Criteria* such as *Language*, *Delivery Mode*, *Training Dates*, or nearby *Training Centers* (see below).

Additional Class Criteria

Language 

Delivery Mode

Training Dates

Training Center

Training Center

No results found.

- A page displaying the list of available *Training Centers* will appear.



Training Center Search

Select Training Centers

Keyword

[Select All](#) | [Select None](#)

Select Training Center

<input type="checkbox"/>	Aspen
<input type="checkbox"/>	Atlanta
<input type="checkbox"/>	Austin
<input type="checkbox"/>	Bethesda
<input type="checkbox"/>	Chicago
<input type="checkbox"/>	Colorado Springs

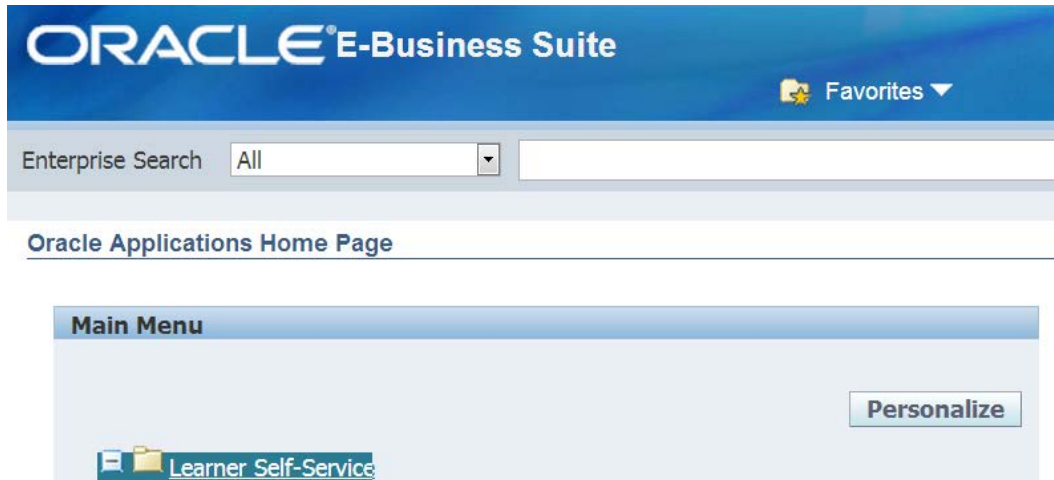


Start your search with at least one letter, and use the % character as a wildcard to see all available Training Centers that match your partial search.

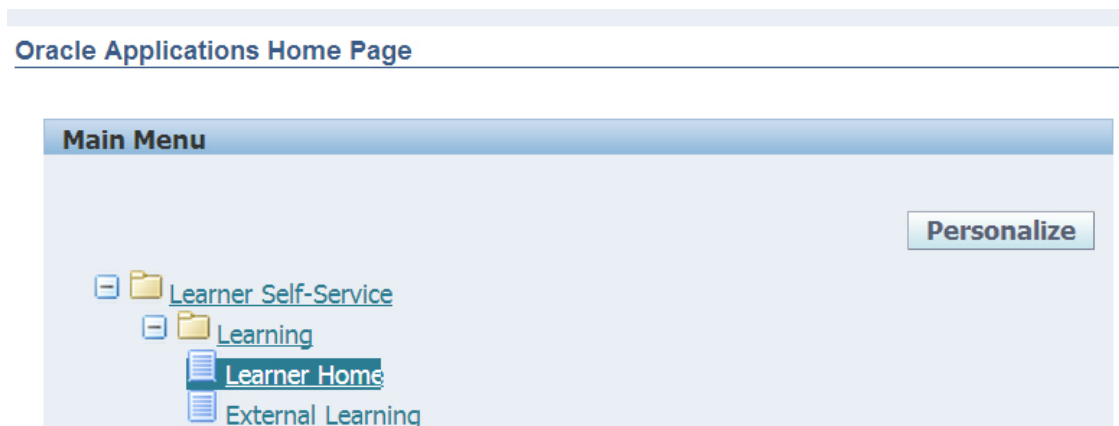


Requesting Enrollment in a Class that Requires Approval

- On the *Oracle Applications Home* page, under the *Main Menu*, expand the **Learner Self-Service** Responsibility.



- Expand the **Learning** folder and select the **Learner Home** function.



- At the top of the page, select **Class** from the *Search* dropdown menu.
- Enter the class name or a relevant keyword in the *Search* field and click the **Go** button.





If you do not know the name of the Class you are looking for, start your search by entering the letter, “a,” in the field. This will return all results for any class beginning with a letter.

- Find the class you are looking for and lick the **Enroll** icon associated with it.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Class osha Exact Phrase Go Advanced Search

Learner Home: Current Learning > Classes

Click the links to see details. For different results please re-enter Search Criteria.

Show Key Notation

Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
OSHA General Industry Safety	OSHA General Industry Safety (English, Self Paced Online) 11482	Online Self-Paced			07-Sep-2004	00:00	Central Time	English (United States)	Normal	Emp Cancelled	

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Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- The *Class Details* page will appear.

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Learner Home Course Catalog Learning History

Search Class osha Exact Phrase Go Advanced Search

Learner Home: Current Learning > Classes > Enroll: OSHA General Industry Safety (English, Self Paced Online) 11482

Cancel Review

Show Key Notation

Class Summary

Delivery Mode Online Self-Paced

Course Name OSHA General Industry Safety

Class Name OSHA General Industry Safety (English, Self Paced Online) 11482

Language English (United States)

Price

Enrollment Details

Enrollment Justification

Cancel Review

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- If necessary, enter an *Enrollment Justification* to explain why you need to enroll in the Class.
- Click the **Review** or **Apply** button. In this case, we must click Review.



Enrollments that require approval will display the **Review** button and forward the request to the approver after you click it. Enrollments that do not require approval will display the *Apply* button.

- The *Review* page will appear.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Review

Use this page to review your changes. Click Submit to approve the action or Back to continue working on this action.

Back Submit

Enrollment Details

Proposed

Course Name OSHA General Industry Safety
 Class Name OSHA General Industry Safety (English, Self Paced Online) 11482
 Delivery Mode Online Self-Paced
 Language English (United States)
 Cost Center
 Special Instructions
 Enrollment Justification
 Comments
 Hotel Required

Comments to Approver

I am hoping to take this class soon. Thank you for helping me get enrolled quickly.

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Saulnier, Anne	HR People	1	Approver		

Add Adhoc Approver

- Ensure all information is correct, enter any comments you may have for the approver, and then click the **Submit** button.
- A confirmation message will appear, indicating that your request to enroll in the class has been submitted.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Welcome, Zglobicki, Ms. Molly!

Confirmation

Your request to enroll in the class OSHA General Industry Safety (English, Self Paced Online) 11482 has been submitted for manager approval. You can monitor your enrollment status from the Requested Learning tab on the Learner Home page.

- The Class will be visible on the *Requested Learning* tab of your Learner Home page as shown below.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Requested Learning

Use this page to view enrollments pending approval, or classes for which you are currently waitlisted.

Learning Certifications

Certification Name	Certification Status	Subscription Number
Oracle Applications Technical Certification	Waiting for Approval	414

Enrollments

Show Key Notation

Class Name	Type	Status	Start Date	End Date	Timezone	Details
OSHA General Industry Safety (English, Self Paced Online) 11482	OSHA	Requested	07-Sep-2004 00:00:00		Central Time	
Sales Awareness for Sarbanes Oxley in the US	OSHA	Requested	02-Sep-2004 00:00:00		Central Time	

- To view the Class's details, click its name in the **Class Name** column.
- Once the Enrollment has been approved, the Class will show up beneath the **Enrollments** section of your Current Learning page, and you may play the content.

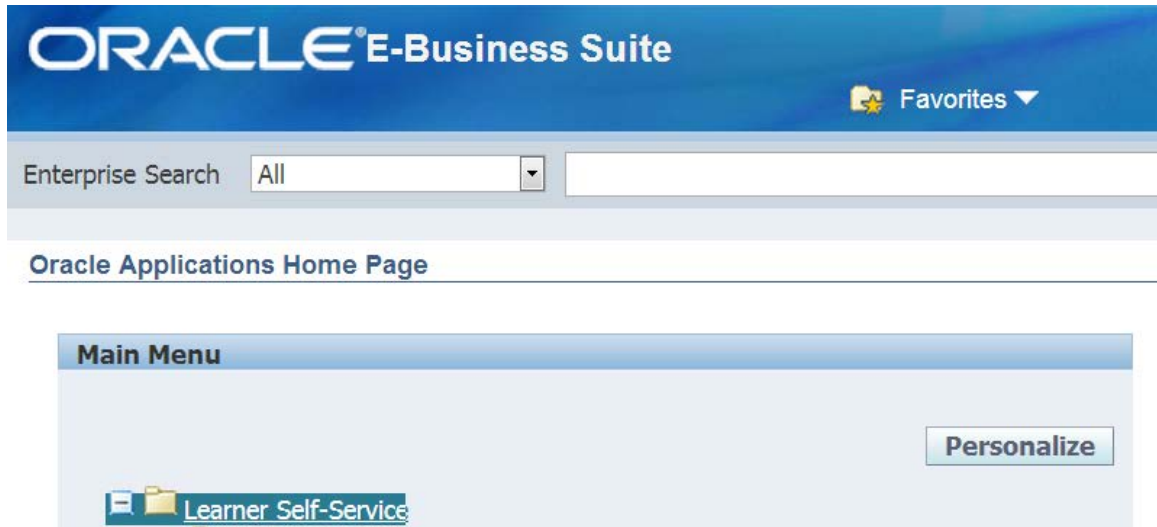


Enrollments										
Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.										
Show Key Notation										
<div> Previous 5 6-10 Next 5 </div>										
Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll Evaluate or Sign
Newerest Topic Only Edit EBS for UPK 141216		Not Attempted		21-Dec-2012 00:00:00			Central Time			
Sexual Harassment Awareness Course - US		Not Attempted		01-Jan-2004 00:00:00			Central Time			
Online Self paced Will I Play in OLM? 141219		Incomplete		21-Dec-2012 00:00:00			Central Time			
OSHA General Industry Safety (English, Self Paced Online) 11482		Not Attempted		07-Sep-2004 00:00:00			Central Time			
NEW EBS Administrator: Edit System Property Value 141214		Multiple		20-Dec-2012 00:00:00		21-Dec-2012 09:56:58	Central Time			

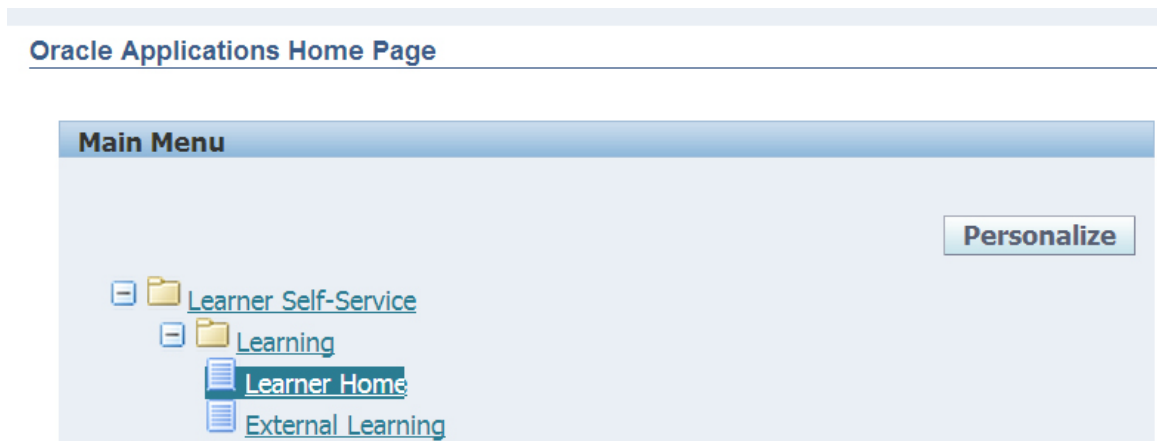


Enrolling in a Class that Does Not Require Approval

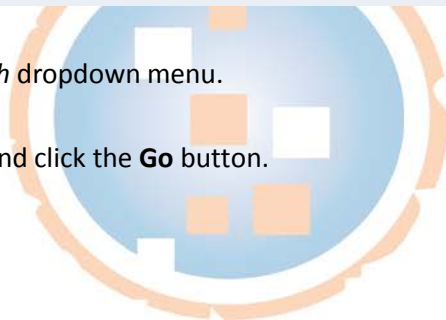
- On the *Oracle Applications Home Page*, under the *Main Menu*, expand the **Learner Self-Service** Responsibility.



- Expand the **Learning** folder and select the **Learner Home** function.



- At the top of the page, select **Class** from the *Search* dropdown menu.
- Enter the name of the Class you wish to enroll in and click the **Go** button.




- The *Classes* page will appear, displaying the search results.
- Find the class you are looking for and click the **Enroll** icon associated with that class.

Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
OSHA General Industry Safety	OSHA General Industry Safety (English, Self Paced Online) 11482	Online Self-Paced			07-Sep-2004	00:00	Central Time	English (United States)	Normal	Requested	
Mandatory Safety Training	Mandatory Safety Training Self-Study	Offline Self-Study			01-Jan-2013	00:00	Central Time	English	Normal	Not Enrolled	Enroll

- If applicable, in the *Enrollment Details* section, enter an **Enrollment Justification**.



An **Enrollment Justification** informs the Manager who created the class of how important it is that you take the class. This is helpful to Managers for prioritizing their Learners' Enrollments in *Priority Level* lists.

- If entering an *Enrollment Justification*, you must click the **Search** icon . This will display the window shown below, so you can search for and select the *Enrollment Justification* that applies to your situation.

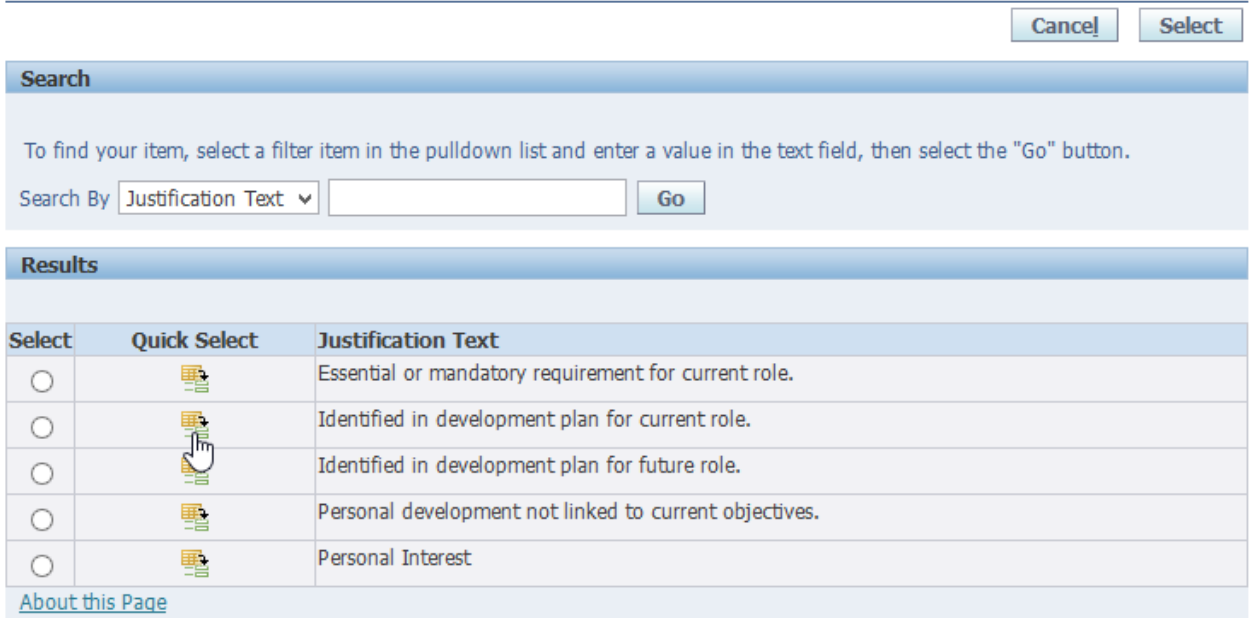
- The Search and Select: Enrollment Justification window will open.
- Leave the *Search By* field as-is (displaying *Justification Text*) and click the **Go** button.






Search and Select: Enrollment Justification



- Click the **Quick Select** icon for the applicable *Justification Text* to enter it in the *Enrollment Details* field with one click.

Search and Select: Enrollment Justification



Select	Quick Select	Justification Text
<input type="radio"/>		Essential or mandatory requirement for current role.
<input type="radio"/>		Identified in development plan for current role.
<input type="radio"/>		Identified in development plan for future role.
<input type="radio"/>		Personal development not linked to current objectives.
<input type="radio"/>		Personal Interest

[About this Page](#)

- Alternatively, select the radio button for the appropriate *Justification Text* and click the **Select** button.



Search and Select: Enrollment Justification

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Justification Text
<input type="radio"/>		Essential or mandatory requirement for current role.
<input checked="" type="radio"/>		Identified in development plan for current role.

- You will be returned to the *Class Details* page. Click the **Apply** button to confirm your enrollment.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Class Safety Exact Phrase Go Advanced Search

Learner Home: Current Learning > Classes >

Enroll: Mandatory Safety Training Self-Study

Show Key Notation

Class Summary

Delivery Mode Offline Self-Study

Course Name Mandatory Safety Training

Class Name Mandatory Safety Training Self-Study

Language English

Price

Enrollment Details

Enrollment Justification Identified in development plan for current role.

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- You will be returned to your *Learner Home Page* and there will be a message confirming that you have successfully enrolled in the class.

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Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Class Exact Phrase Go Advanced Search

Welcome, Zglobicki, Ms. Molly!

Confirmation

You have successfully enrolled in the class Mandatory Safety Training Self-Study.

- You can find the class you enrolled in at the bottom of the page in the *Enrollments* section.



Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

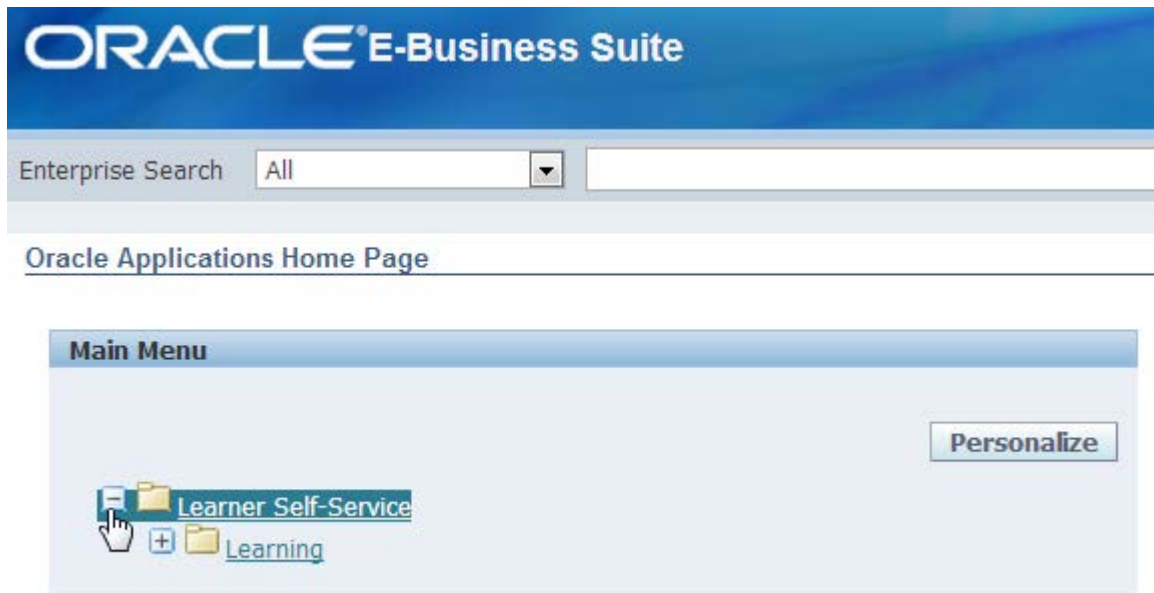
[Show Key Notation](#)

Course Name	Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll or Sign	Evaluate or Sign
Mandatory Safety Training	Mandatory Safety Training Self-Study		Enrolled		01-Jan-2013 00:00:00			Central Time				

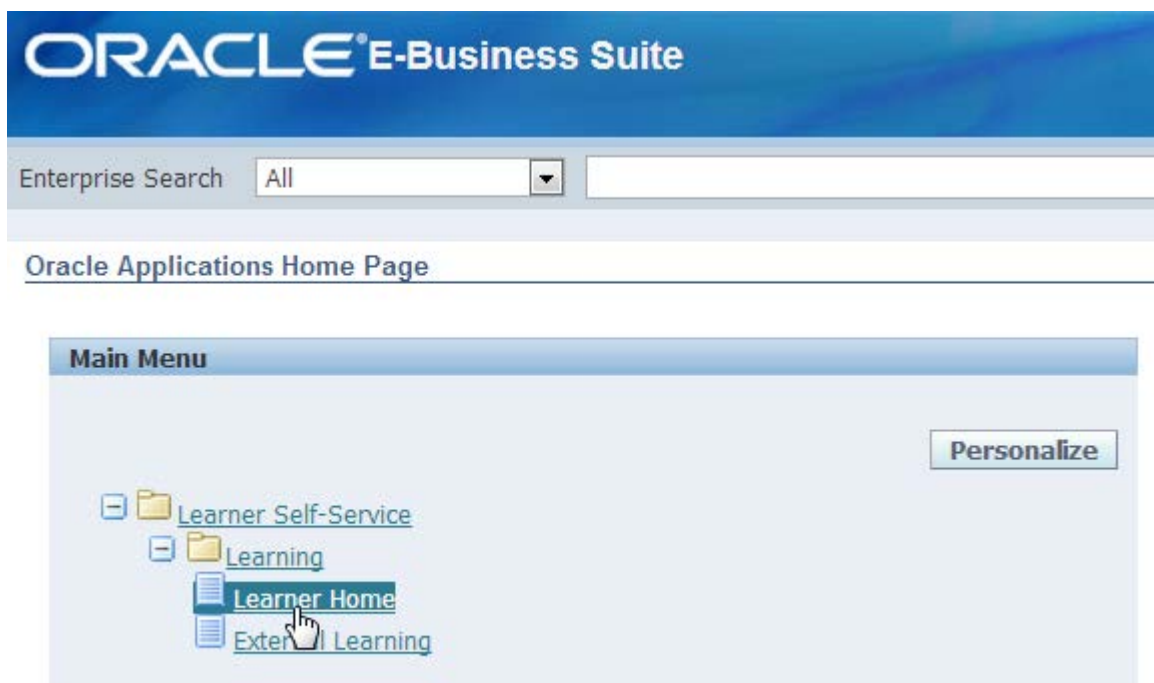


Requesting Enrollment in a Class that is Full

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Current Learning* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Welcome, Zglobicki, Ms. Molly!

Learning Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
OSHA Certified Safety	Subscribed	Active	27-Jan-2013					
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013			
CPR Certification	Subscribed	Inactive	19-Nov-2013		19-Nov-2013			
CEBS Certification	Subscribed	Inactive	25-Nov-2013		25-Nov-2013			
Global Remuneration Professional Certification (GRP)	Subscribed	Inactive	25-Nov-2014		25-Nov-2014			

Announcements

- New Management Training Learning Path Available
- You have 5 new notifications.

Browse Catalog

- Compliance
- Management and Professional Development

- Choose **Class** from the *Search* field dropdown list.
- Enter the name of the class, or a key word or phrase associated with the class in the text area of the *Search* field and click the **Go** button.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Class Lab Safety Class Exact Phrase Go Advanced Search

- Click the **Enroll** icon associated with the class you would like to enroll in.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Class Lab Safety Class Exact Phrase Go Advanced Search

Learner Home: Current Learning >

Classes

Click the links to see details. For different results please re-enter Search Criteria.

Show Key Notation

Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
OSHA Certified Fire Safety	Lab Safety Class - Fire	Instructor-Led Training (Classroom)			11-Sep-2013	09:00	Eastern Time	English	Full	Not Enrolled	Enroll

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Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- An information message will appear, telling you that the class is full and that you will be notified if a space opens up in the class.
- Click the **Yes** button to proceed with your enrollment request.

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Navigator Favorites Home Logout Preferences Personalize Page Diagnostics

Information

This class is full. Should a place become available you will be enrolled and notified, subject to any approvals.

Do you still want to enroll in this class?

No Yes

Learner Home Course Catalog Learning History Home Logout Preferences Personalize Page Diagnostics

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- The *Enroll* page will appear.

The screenshot shows the Oracle Learning Management System interface. At the top, there's a blue header with the Oracle logo and 'Learning Management'. Below this, a navigation bar includes links like 'Learner Home', 'Course Catalog', and 'Learning History'. A search bar is present with a dropdown menu set to 'Class' and a text input containing 'Lab Safety Class'. There are buttons for 'Exact Phrase', 'Go', and 'Advanced Search'. Below the search bar, the page title is 'Enroll: Lab Safety Class - Fire'. The main content area is divided into two sections: 'Class Summary' and 'Enrollment Details'. The 'Class Summary' section lists details such as 'Delivery Mode: Instructor-Led Training (Classroom)', 'Course Name: OSHA Certified Fire Safety', 'Class Name: Lab Safety Class - Fire', 'Start Date: 11-Sep-2013 09:00', 'End Date: 11-Sep-2013 13:00', 'Time Zone: Eastern Time', 'Training Center', 'Location', 'Language: English', and 'Price'. The 'Enrollment Details' section has a text input field for 'Enrollment Justification' and a search icon. At the bottom right of the 'Enrollment Details' section, there are 'Cancel' and 'Review' buttons. The footer contains links like 'About this Page' and 'Privacy Statement', and a copyright notice for Synergy Codeworks, LLC.

- If you must enter an *Enrollment Justification*, you can search for a list of available justifications by placing a % sign in the search field and then hitting the **Tab** key on your keyboard.

- Alternatively, click on the **Search** icon.



- Select the **Radio** button next to the appropriate enrollment justification and click the **Select** button.



Search and Select: Enrollment Justification





[Cancel!](#)[Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Justification Text ▾ [Go](#)

Results

Select	Quick Select	Justification Text
<input checked="" type="radio"/>		Essential or mandatory requirement for current role.
<input type="radio"/>		Identified in development plan for current role.
<input type="radio"/>		Identified in development plan for future role.
<input type="radio"/>		Personal development not linked to current objectives.

[About this Page](#)[Cancel!](#)[Select](#)

An **Enrollment Justification** is used to track how important it is that you take the class. This is helpful to Administrators and allows the system to prioritize waitlist enrollments.



Enrollments that require approval will display the **Review** button and forward the request to the approver after you click it. Enrollments that do not require approval will display the **Apply** button.

- Click the **Review** button.
- The *Review* page will appear.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Review

Use this page to review your changes. Click Submit to approve the action or Back to continue working on this action.

Back Submit

Enrollment Details

Proposed

Course Name OSHA Certified Fire Safety

Class Name Lab Safety Class - Fire

Start Date 11-SEP-2013 09:00

End Date 11-SEP-2013 13:00

Time Zone Eastern Time

Delivery Mode Instructor-Led Training (Classroom)

Language English

Cost Center

Special Instructions

Enrollment Justification

Comments

Hotel Required

Comments to Approver

Approvers

- Ensure all of the Enrollment Details are correct, and enter any comments you may have for the approver if applicable).
- Click the **Submit** or **Apply** button. In this case, we must click Submit.
- A *Confirmation* message appears, explaining that your enrollment request for the class has been submitted, and directing you to the Requested Learning tab to monitor the status of your request.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

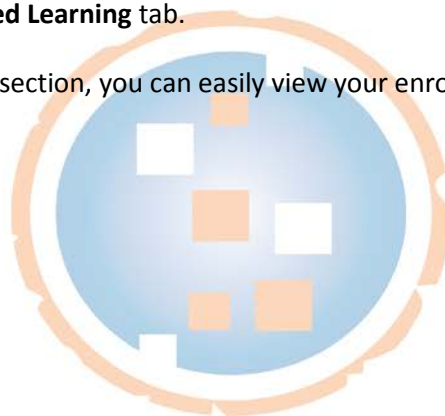
Search Course ☐ Exact Phrase Go Advanced Search

Welcome, Zglobicki, Ms. Molly!

Confirmation

Your request to enroll in the class Lab Safety Class - Fire has been submitted for manager approval. You can monitor your enrollment status from the Requested Learning tab on the Learner Home page.

- To view your enrollment status, click the **Requested Learning** tab.
- At the bottom of the page, under the *Enrollments* section, you can easily view your enrollment status in the *Status* column.



ORACLE Learning Management

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[Help](#)
[Personalize Page](#)
[Diagnostics](#)

[Learner Home](#)
[Course Catalog](#)
[Learning History](#)

[Current Learning](#)
[Requested Learning](#)
[Forums and Chats](#)

Search Course

☐ Exact Phrase

[Advanced Search](#)

Requested Learning
 Use this page to view enrollments pending approval, or classes for which you are currently waitlisted.

Learning Certifications

Certification Name	Certification Status	Subscription Number
Oracle Applications Technical Certification	Waiting for Approval	414

Enrollments
[Show Key Notation](#)

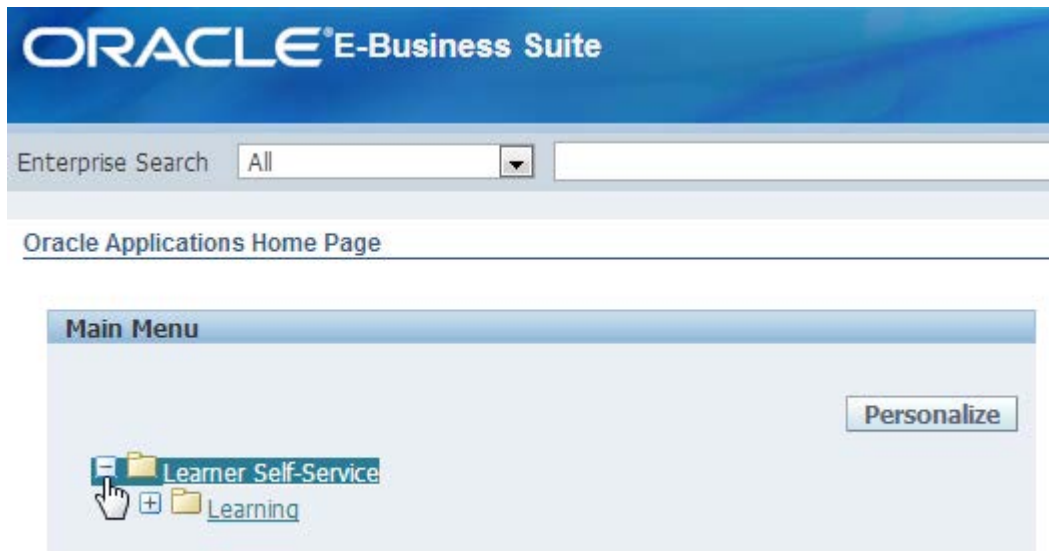
Class Name	Type	Status	Start Date	End Date	Timezone	Details
OSHA General Industry Safety (English, Self Paced Online) 11482		Requested	07-Sep-2004 00:00:00		Central Time	
Lab Safety Class - Fire		Requested	11-Sep-2013 09:00:00	11-Sep-2013 13:00:00	Eastern Time	
Sales Awareness for Sarbanes Oxley in the US		Requested	02-Sep-2004 00:00:00		Central Time	

- When the requested Enrollment has been approved, it will be available to play from the *Enrollments* section of the Current Learning page.

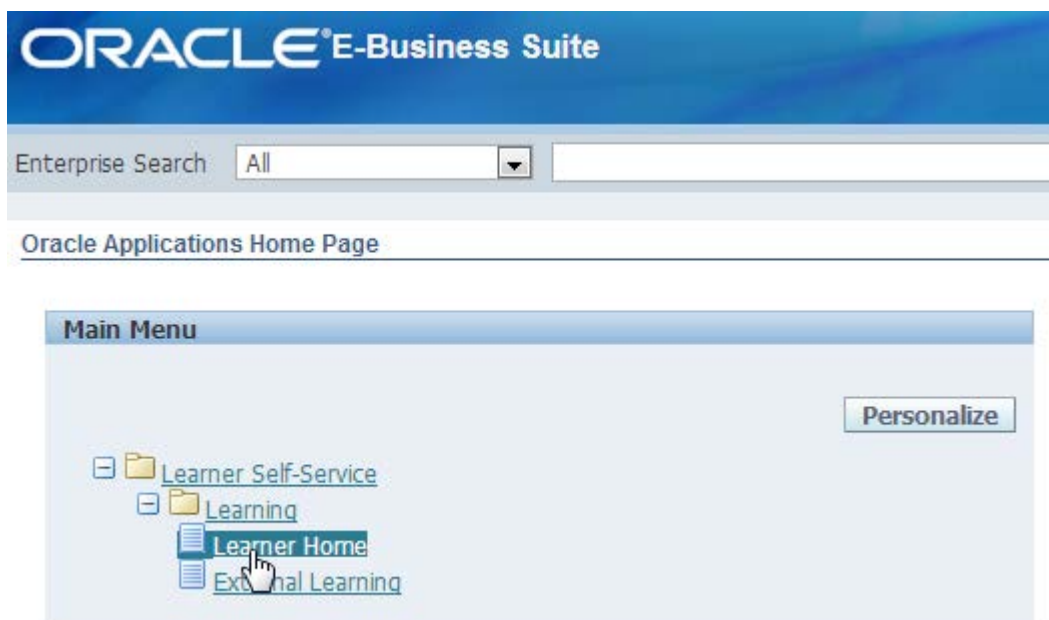


Requesting Enrollment in a Class that is Planned

- On the *Oracle Application Home* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Current Learning* page will appear.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Welcome, Zglobicki, Ms. Molly!

Learning Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
OSHA Certified Safety	Subscribed	Active	27-Jan-2013					
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013			
CPR Certification	Subscribed	Inactive	19-Nov-2013		19-Nov-2013			
CEBS Certification	Subscribed	Inactive	25-Nov-2013		25-Nov-2013			
Global Remuneration Professional Certification (GRP)	Subscribed	Inactive	25-Nov-2014		25-Nov-2014			

Announcements

- New Management Training Learning Path Available
- You have 5 new notifications.

Browse Catalog

- Compliance
- Management and Professional Development

- Select **Class** from the Search drop-down menu and enter the Name of the Class you would like to enroll in.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Class Large Equipment Exact Phrase Go Advanced Search

- Click the **Go** button.



If you do not know the name of the Class you are looking for, start your search by entering the letter, "a," in the field. This will return all results for any class beginning with a letter.

- Click the **Enroll** icon  for the desired class.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History


Search Class Large Equipment Exact Phrase Go Advanced Search

Learner Home: Current Learning

Classes

Click the link to see details. For different results please re-enter Search Criteria.

Show All Results

Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
Planned Safety Training	Large Equipment Training Lab	Instructor-Led Training (Classroom)			08-Jan-2015	08:00	Eastern Time	English	Planned	Not Enrolled	

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Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- An *Information* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Information

This class is in the planning stage. You will be enrolled and notified, subject to any approvals or cancellation.

Do you still want to enroll in this class?

No Yes

Learner Home Course Catalog Learning History Home Logout Preferences Personalize Page Diagnostics

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- Click **Yes** to continue with your enrollment request.
- The *Enroll* page will appear.

Oracle Learning Management

Leamer Home Course Catalog Learning History

Search: Class Large Equipment Exact Phrase Go Advanced Search

Leamer Home Current Learning > Classes > Enroll Large Equipment Training Lab

Shane Kim HoSalem

Cancel Apply

Class Summary

Delivery Mode: Instructor-Led Training (Classroom)

Course Name: Planned Safety Training

Class Name: Large Equipment Training Lab

Start Date: 08-Jan-2015 08:00

End Date: 08-Jan-2015 12:00

Time Zone: Eastern Time

Training Center

Location

Language: English

Price

Enrollment Details

Enrollment Justification:

Cancel Apply

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Leamer Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- If necessary, enter an *Enrollment Justification*. You can search for a list of available justifications by placing a % sign in the search field and then hitting the **Tab** key on your keyboard.
 - Alternatively, click on the **Search** icon.
- Use the **Quick Select** icon or select the **Radio** button next to the appropriate enrollment justification and click the **Select** button.

Search and Select: Enrollment Justification

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Justification Text % Go

Results

Select	Quick Select	Justification Text
<input checked="" type="radio"/>		Essential or mandatory requirement for current role.
<input type="radio"/>		Identified in development plan for current role.
<input type="radio"/>		Identified in development plan for future role.
<input type="radio"/>		Personal development not linked to current objectives.

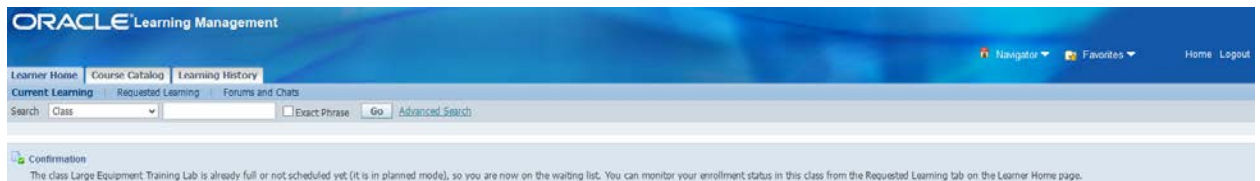
[About this Page](#)

Cancel Select

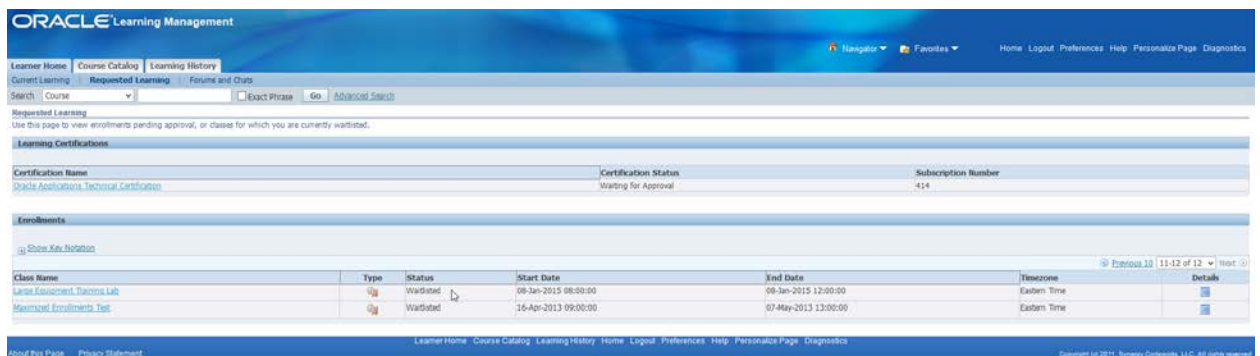


An **Enrollment Justification** informs the Manager who created the class of how important it is that you take the class. This is helpful to Managers for prioritizing their Learners' Enrollments in *Priority Level* lists.

- Review the information and click **Review** or **Apply**. In this case, we will click **Apply** because this enrollment does not require approval.
- You will be returned to your *Learner Home* page, and a *Confirmation* message will appear, indicating that you are on the waiting list for the planned Class.

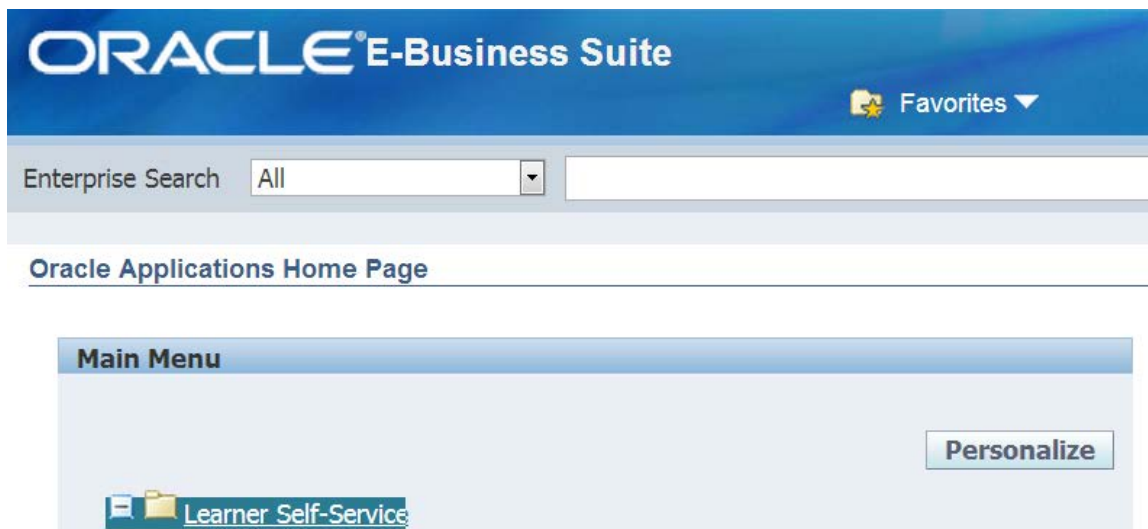


- If you have to click **Review**, the *Review* page will appear.
 - Enter any comments you have for the approver, and click the **Submit** button.
 - A *confirmation* message appears.
- As indicated by the message, you may check the status of your requested enrollments on the *Requested Learning* tab. The status will be listed as *Waitlisted*.

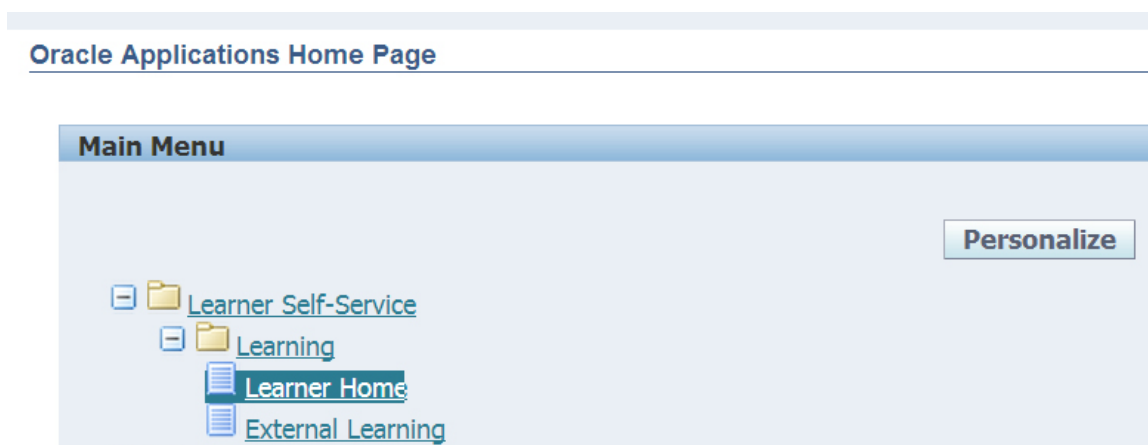


Un-Enrolling From a Class


- On the *Oracle Applications Home* page, under the *Main Menu*, expand the **Learner Self-Service** Responsibility.



- Expand the **Learning** folder and select the **Learner Home** function.



- You will be taken to your *Learner Home* page.
- Locate the *Class* you wish to unenroll from in the *Enrollments* section.
- Click the **Unenroll** icon associated with the class, as shown below:



Enrollments											
Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.											
Show Key Notation											
Course Name	Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Evaluate or Unenroll Sign
Mandatory Safety Training	Mandatory Safety Training Self-Study		Enrolled		01-Jan-2013 00:00:00			Central Time			

- You will then see the *Unenroll* details page.



The values that you see in the available options for *New Status* and *Reason* will vary depending on what enrollment statuses are set up in your instance.

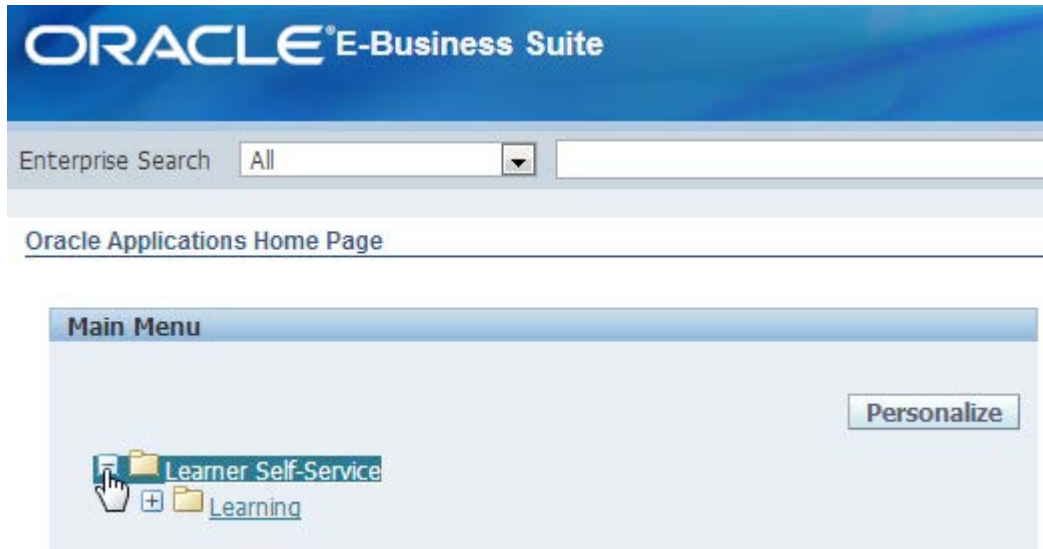
- As an example, choose **Emp Cancelled** from the *New Status* field, indicating that you as an employee are choosing to remove yourself from the Class.
- Choose **Valid Cancellation** from the *Reason* field.

- Click the **Finish** button on the far right side of the page.
- You will be brought back to the *Learner Home* page and there will be a message confirming that you have successfully cancelled your Class.

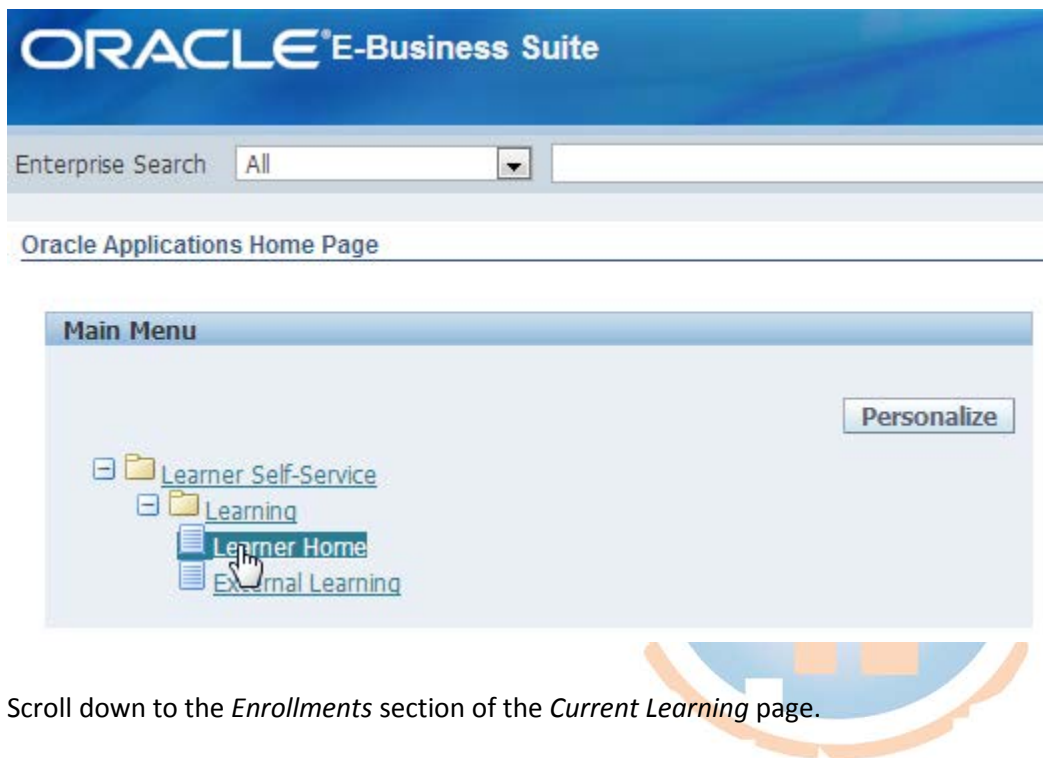


Moving a Completed Class to History

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.








- Expand the *Learning* folder and choose the **Learner Home** function.



- Scroll down to the *Enrollments* section of the *Current Learning* page.
- Find the completed class that you would like to add to your learning history.

- Click the **Move to History** icon in the row for the class you would like to move to your learning history.


Fire Safety Training		Completed		20-Nov-2012 00:00:00	26-Nov-2012 11:23:40	Central Time				
--------------------------------------	---	---------------------------	---	----------------------	----------------------	--------------	---	---	---	--

- A Confirmation message will appear indicating that the class has been moved to your *Learning History* page.

[Current Learning](#) | [Requested Learning](#) | [Forums and Chats](#)

Search [Advanced Search](#)

Home: [Current Learning](#) >

 **Confirmation**
The Course Enrollment was successfully moved to the Learning History page.

- To view the class in your learning history, click the **Learning History** tab.

ORACLE Learning Management







[Navigator](#) [Favorites](#) [Home](#) [Logout](#) [Preferences](#)

[Learner Home](#) | [Course Catalog](#) | [Learning History](#)

[Current Learning](#) | [Requested Learning](#) | [Forums and Chats](#)

Search [Advanced Search](#)

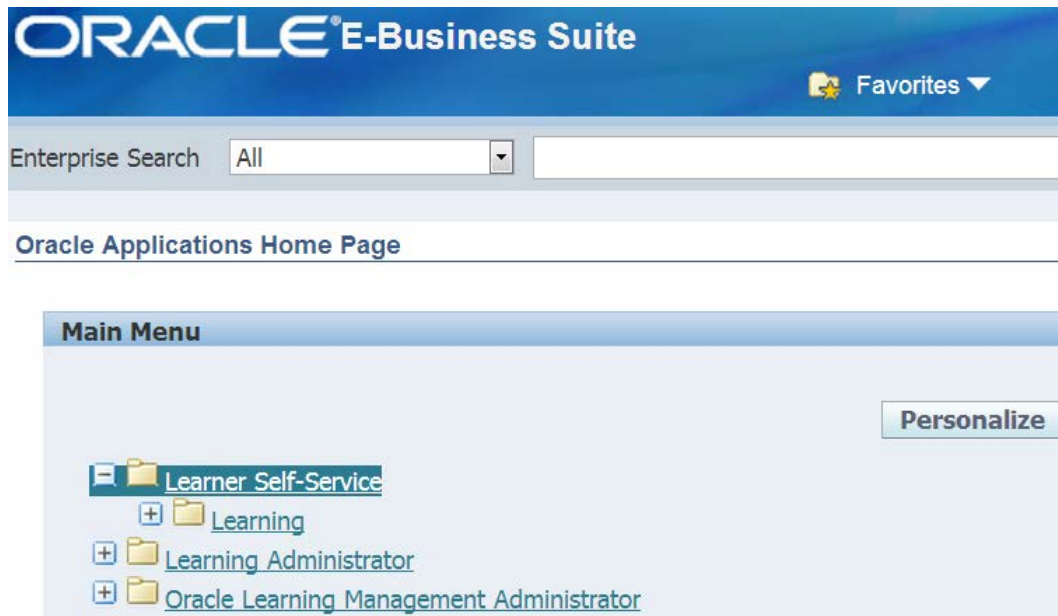
- Expand the *Enrollments* section to view your enrollment history.

Enrollments									
Course Name	Class Name	Type	Status	Item In	Start Date	End Date	Completion Date	Time Zone	Evaluate or Play Sign
Accounts Payable Desk Manual Courseware	Accounts Payable Clerk Desk Manual Class		Emp Cancelled		01-Jan-2004 00:00:00			Central Time	
AICC Import	Anti-Corruption Global 20130112 141237		Emp Cancelled		12-Jan-2013 00:00:00			Central Time	
AICC Import	Anti-Corruption: Global Edition2_Imported_Before Jan122013 141236		Passed		12-Jan-2013 00:00:00		12-Jan-2013 16:22:19	Central Time	

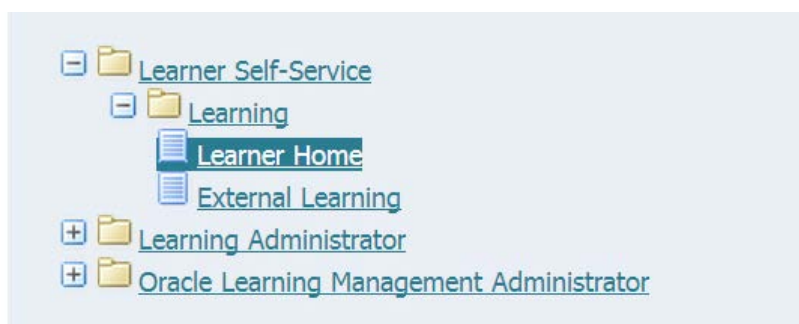


Subscribing to a Learning Path

- On the *Oracle Applications Home* page, under Main Menu, expand the **Learner Self-Service** Responsibility.



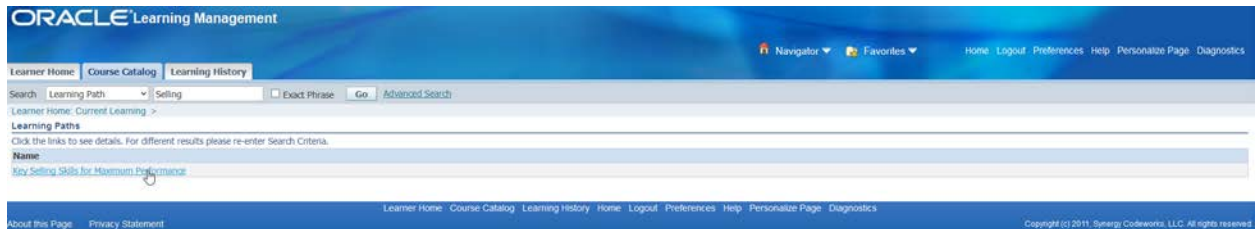
- Expand the *Learning* folder and choose the **Learner Home** function.



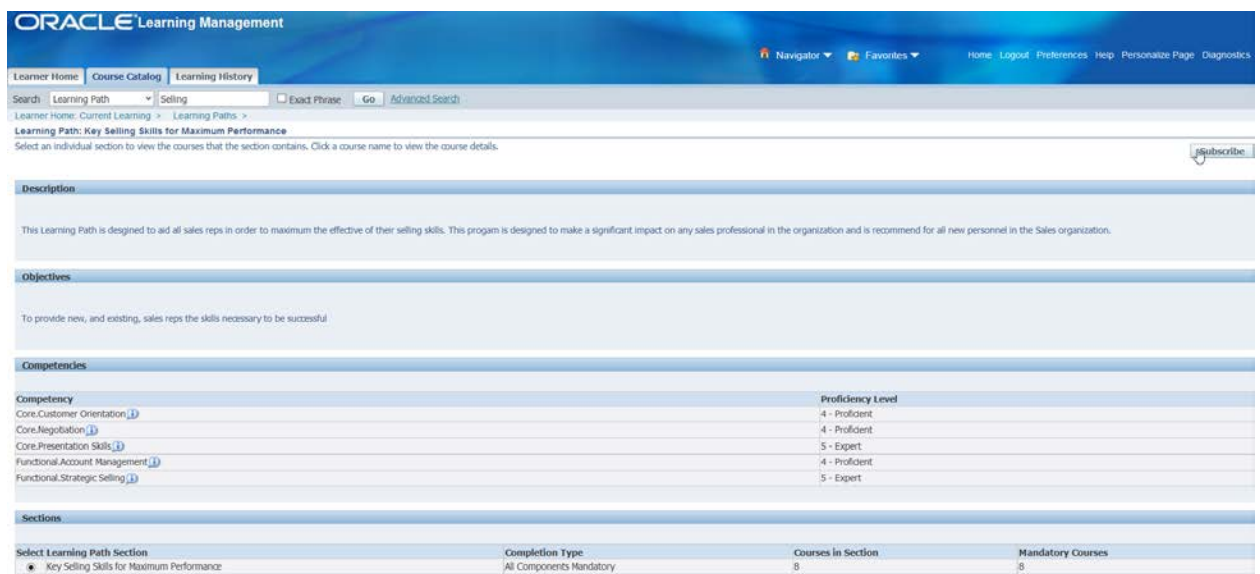
- At the top of the page, choose **Learning Path** from the *Search* drop-down menu.



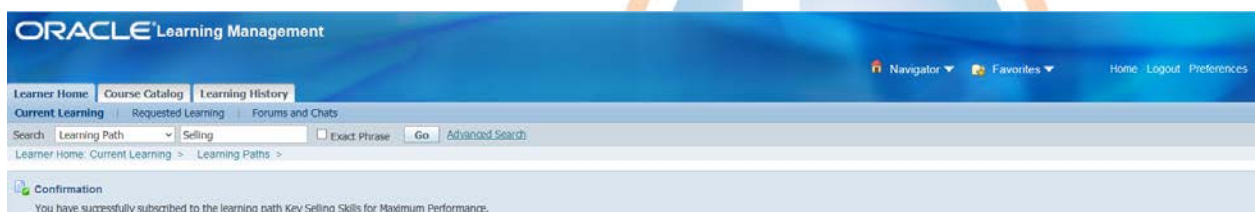
- Enter the name of the *Learning Path* you would like to subscribe to, and click the **Go** button.
- If you do not know the name of the Learning Path, enter the letter “a” in the *Search* field and click the **Go** button.
 - All available *Learning Paths* matching that search criteria will be displayed. In this case, all options beginning with any letter will be displayed.



- Click the link for the *Learning Path* you would like to subscribe to.
- Click the **Subscribe** button.



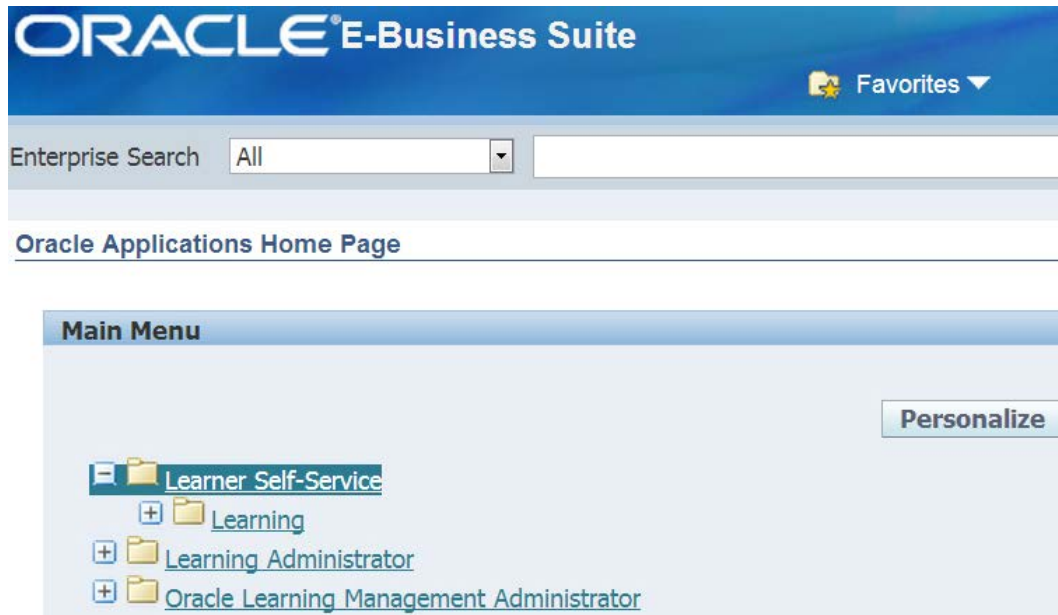
- You will see a message confirming that you have subscribed to the Learning Path.



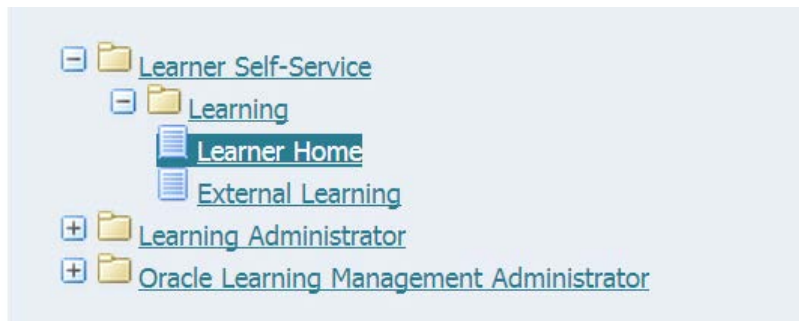
You may also immediately enroll in Classes that belong to Component Courses for your Learning Path from the confirmation page.

Unsubscribing from a Learning Path

- On the *Oracle Applications Home* page, under Main Menu, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Learner Home* page will appear.
- In the *Learning Paths* section, click the **Unsubscribe** icon associated with the Learning Path you wish to unsubscribe from.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Learning Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
OSHA Certified Safety	Subscribed	Active	27-Jan-2013					
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013			
CPB Certification	Subscribed	Inactive	19-Nov-2013		19-Nov-2013			
CEBS Certification	Subscribed	Inactive	25-Nov-2013		25-Nov-2013			
Global Remuneration Professional Certification (GRP)	Subscribed	Inactive	25-Nov-2014		25-Nov-2014			

Learning Paths

List of all your active Learning Paths

Create

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Safety Training Learning Path(copy)	Active	Administrator	0 of 3	01-Jan-2013	27-Apr-2013				
New Hire Learning Path	Active	Catalog	0 of 7	01-Jan-2000	10-Mar-2014				
Retail Store Manager Learning Path	Active	Catalog	0 of 7	01-Jan-2004	08-Sep-2014				
Management Training	Active	Administrator	0 of 7	01-Jan-2004					

- A *Warning* page will appear, requesting that you confirm that you wish to unsubscribe from the Learning Path.
- Click the **Yes** button.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Current Learning > Personal Learning Paths >

Confirmation

Are you sure you wish to unsubscribe from the learning path Retail Store Manager Learning Path? Unsubscribing from a learning path does not unenroll you from any classes.

No Yes

No Yes

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- You will be returned to your *Current Learning* page, and a confirmation message will appear to indicate that you have successfully unsubscribed from the Learning Path.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

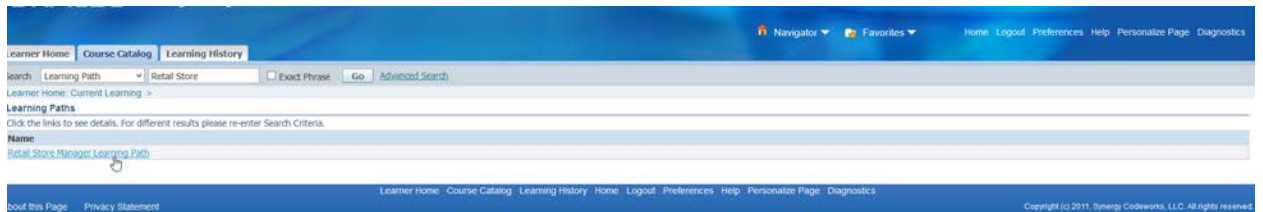
Confirmation

You have successfully unsubscribed from the learning path Retail Store Manager Learning Path.

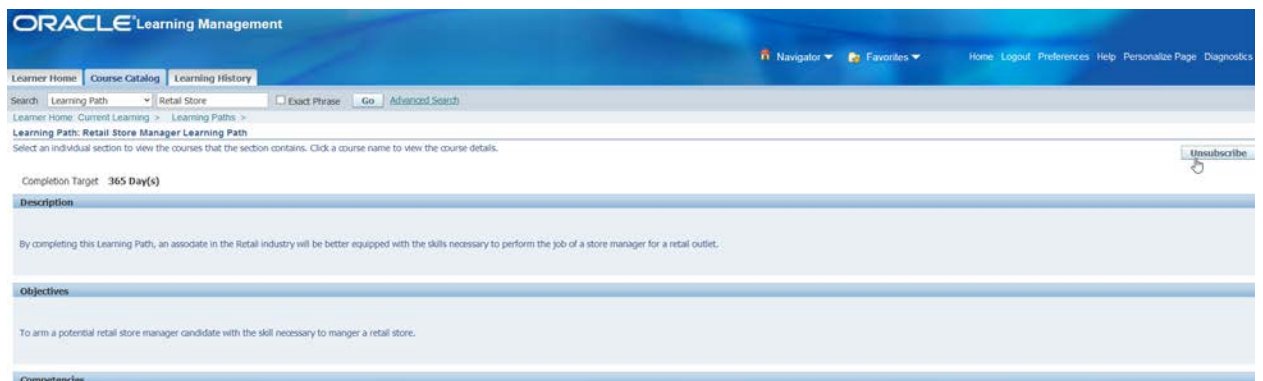
- Alternately, to unsubscribe from a Learning Path, do the following:
 - From your *Learner Home* page, select **Learning Path** from the *Search* drop-down menu.
- Type the name of the *Learning Path* you would like to unsubscribe from and click the **Go** button.



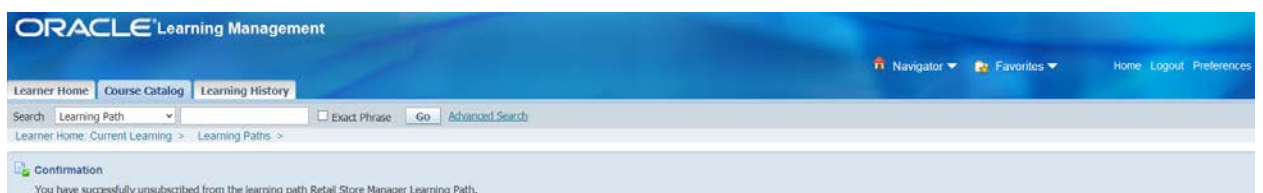
- Click the link to the *Learning Path* you would like to unsubscribe from.



- The Learning Path's details page will appear.
- Click the **Unsubscribe** button.

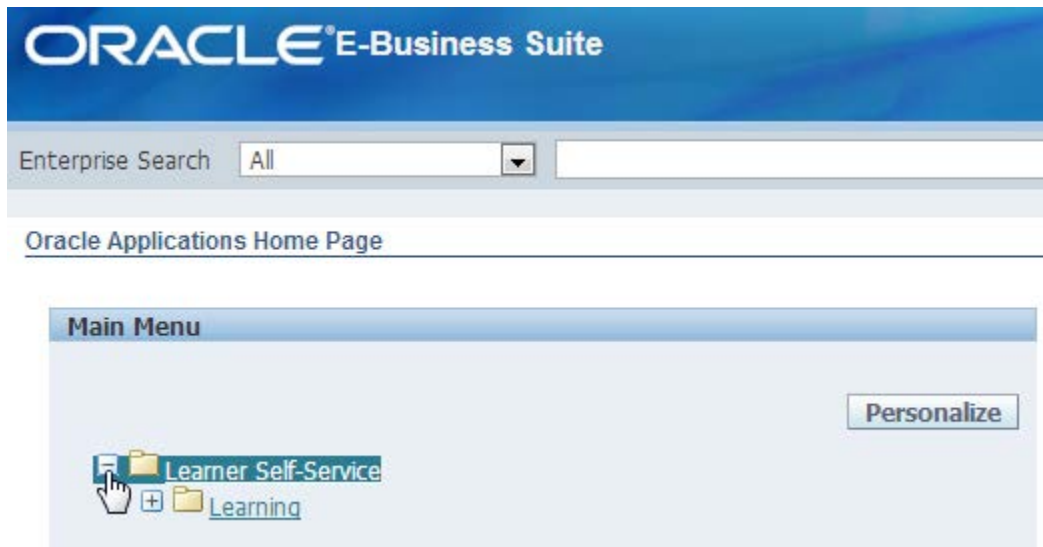


- You will see a message confirming that you have unsubscribed from the *Learning Path*.

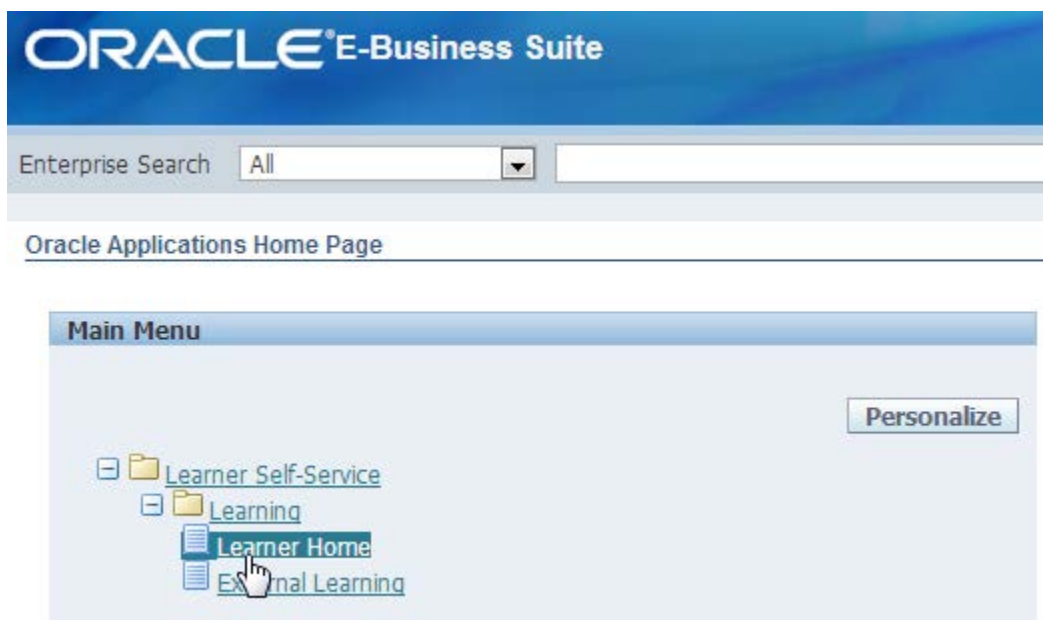


Creating a Personalized Learning Path

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Scroll down to the *Learning Paths* section on the *Current Learning* page.
- Click the **Create** button in the *Learning Paths* section.

- The *Create Learning Path* page appears.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Learning Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
CPR Certification	Subscribed	Inactive	23-Apr-2014		23-Apr-2014			

Learning Paths

List of all your active Learning Paths

Create

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Oracle EBS Administration Certification	Active	Manager	0 of 2	29-Nov-2012	31-Jan-2013				
OSHA Certified Safety	Active	Administrator	0 of 2	07-Jan-2013					

- Enter a name for your Learning Path in the *Name* field.
- Enter a description in the *Description* field, and target date-related details, if applicable.
- Click the **Next** button.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Create Learning Path: Enter Learning Path Properties

Cancel Step 1 of 3 Next

* Indicates required field

Name Safety 101

Description All safety classes.

Source Learner

Completion Target 31-Dec-2013 (Example: 25-Aug-2013)

Notification before Target Day(s) Sends notifications x number of days before target completion date

Cancel Step 1 of 3 Next

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- The *Create Learning Path: Select Courses* page appears.

ORACLE Learning Management

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Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Create Learning Path: Select Courses

Cancel Back Step 2 of 3 Next

Add Courses

Course Name	Course Code	Status	Remove
No search conducted.			

Cancel Back Step 2 of 3 Next

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- Click the **Add Courses** button.

- Enter the Course name or a keyword in the *Search* field, and click the **Go** button.

ORACLE Learning Management

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties

Select Courses

Enter Target Dates

Select Courses: Add Courses

Enter a partial course name or keyword, then click Go.

Search:

Select Course Name: No search conducted.

Course Code

Enrollment Status

Cancel Apply

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- Select each course you would like to include in your Learning Path, and click the **Apply** button.

ORACLE Learning Management

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties

Select Courses

Enter Target Dates

Select Courses: Add Courses

Enter a partial course name or keyword, then click Go.

Search:

Select All | Select None

Select Course Name	Course Code	Enrollment Status
<input type="checkbox"/> OSHA General Industry Safety		Enrolled
<input type="checkbox"/> OSHA Certified Fire Safety		Enrolled
<input type="checkbox"/> OSHA Certified - General Safety		Not enrolled
<input checked="" type="checkbox"/> Planned Safety Training		Not enrolled

Cancel Apply

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- Review the information for accuracy, and click the **Next** button.

ORACLE Learning Management

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties

Select Courses

Enter Target Dates

Create Learning Path: Select Courses

Cancel Back Step 2 of 3 Next

Add Courses

Course Name	Course Code	Status	Remove
Planned Safety Training		Not Enrolled	

Cancel Back Step 2 of 3 Next

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- The *Create Learning Path: Enter Target Dates* page is displayed.
- If desired, enter completion target date information.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Create Learning Path: Enter Target Dates

Enter Learning Path Properties Select Courses Enter Target Dates

Cancel Back Step 3 of 3 Submit

Course Name	Completion Target	Notification before Target (Days)	Status	Remove
Planned Safety Training			Not Enrolled	

Cancel Back Step 3 of 3 Submit

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- Click the **Submit** button.
- A *Confirmation* message will appear, indicating that you have created the Learning Path.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Confirmation

You have successfully created the learning path Safety 101. To enroll in a course, click the learning path name on your home page and find offerings for the relevant course.

- The Learning Path will be visible on your Learner Home page, in the *Learning Paths* section as shown below.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Confirmation

You have successfully created the learning path Safety 101. To enroll in a course, click the learning path name on your home page and find offerings for the relevant course.

Learning Certifications

Certification Name	Certification Status	Progress	Due Date ~	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
CPR Certification	Subscribed	Inactive	23-Apr-2014		23-Apr-2014			

Learning Paths

List of all your active Learning Paths

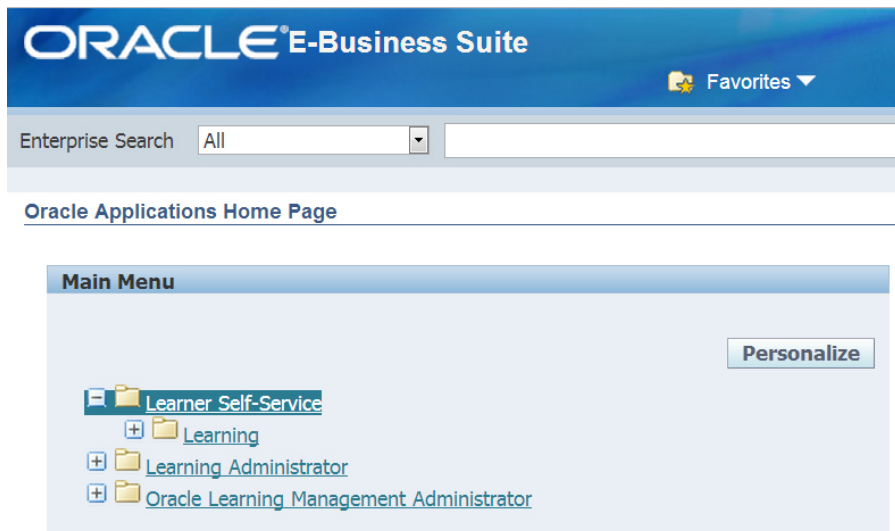
Create

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date ~	Completion Date	Update	Move to History	Unsubscribe
Oracle EBS Administration Certification	Active	Manager	0 of 2	29-Nov-2012	31-Jan-2013				
Safety 101	Active	Learner	0 of 1	09-Sep-2013	31-Dec-2013				
OSHA Certified Safety	Active	Administrator	0 of 2	07-Jan-2013					

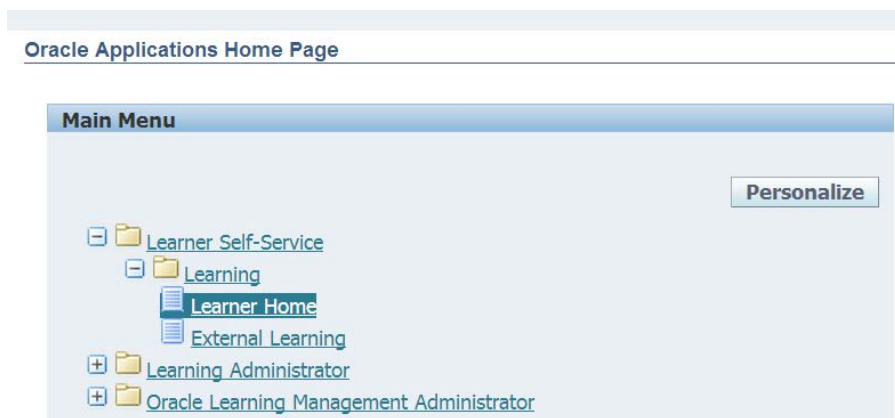


Subscribing to a Learning Certification

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and select the **Learner Home** function.



- Your *Current Learning* page will appear.
- At the top of the page, choose **Learning Certification** from the *Search* drop-down list.

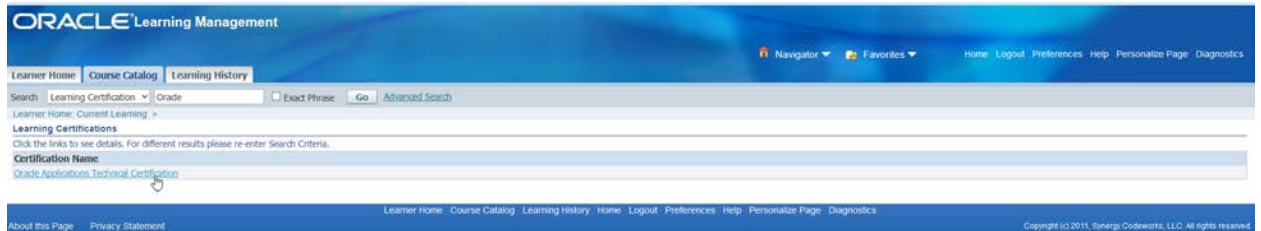


- Enter the full or partial name of the Learning Certification you would like to subscribe to in the *Search* box, and click the **Go** button.

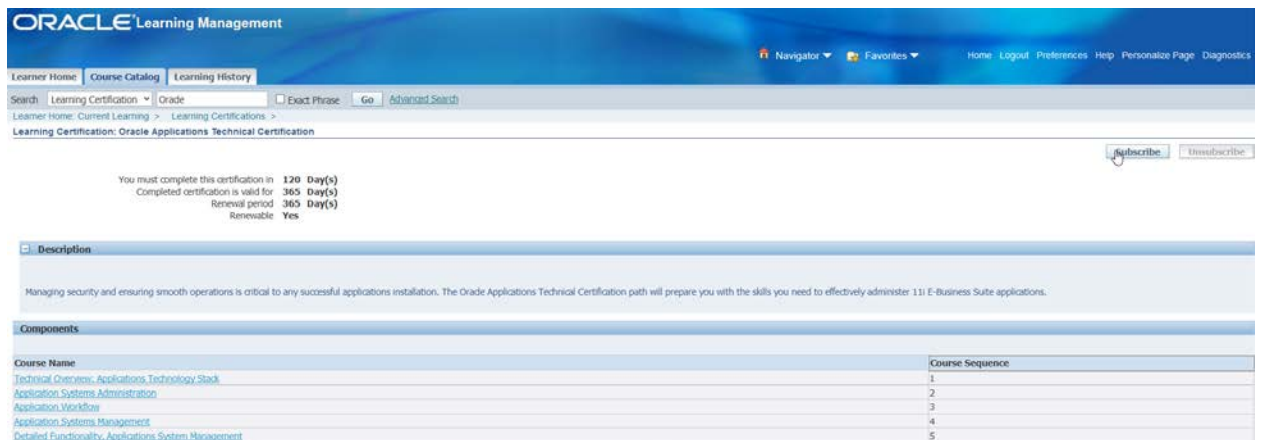


If you do not know the name of the Learning Certification you are looking for, start your search by entering the letter, “a,” in the field. This will return all results for any certification beginning with a letter.

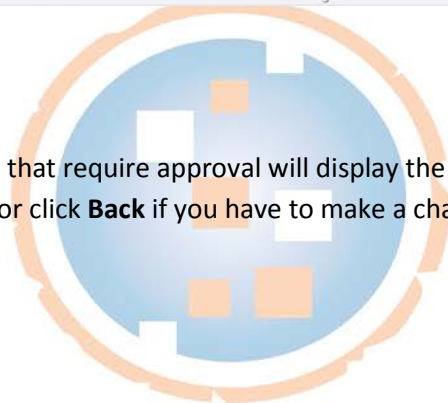
- Select the link that corresponds to the **Learning Certification** you would like to subscribe to from the search results page.



- The Learning Certification’s details page will appear.
- Click the **Subscribe** button.



- The *Subscribe* page will appear.
- Click the **Finish** or ***Review** button (*Subscriptions that require approval will display the *Review* button and forward the request to the approver), or click **Back** if you have to make a change.



ORACLE Learning Management

Navigator | Favorites | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

Learner Home | Course Catalog | Learning History

Search: Learning Certification | Oracle | Exact Phrase | Go | Advanced Search

Learner Home > Current Learning > Learning Certifications > Learning Certification >

Subscribe: Oracle Applications Technical Certification

Back | **Review**

You must complete this certification in **120 Day(s)**
 Completed certification is valid for **365 Day(s)**
 Renewable: **Yes**

Description

Managing security and ensuring smooth operations is critical to any successful applications installation. The Oracle Applications Technical Certification path will prepare you with the skills you need to effectively administer 11i E-Business Suite applications.

Back | Review

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- Once you click **Finish** or **Review**, you will either see a *Confirmation* page indicating that you have successfully subscribed to the *Learning Certification* (for those not requiring approval), or you will see the review page below.
- Review the information, and add a comment to the approver, if desired.
- Click the **Submit** button.

ORACLE Learning Management

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Use this page to review your changes. Click Submit to approve the action or back to continue working on this action.

Back | **Submit**

Certification Details

Proposed

Certification Name: Oracle Applications Technical Certification

Description: Managing security and ensuring smooth operations is critical to any successful applications installation. The Oracle Applications Technical Certification path will prepare you with the skills you need to effectively administer 11i E-Business Suite applications.

Duration: 120Day(s)

Renewal Duration: 365Day(s)

Notify Days Before Expiry: 90

Certification Members

Member	Type
Technical Overview: Applications Technology Stack	Course
Application Systems Administration	Course
Application Workflow	Course
Application Systems Management	Course
Detailed Functionality, Applications System Management	Course

Comment To Approver

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	Zigobski, Molly	HR People	1	Approver		

Add Adhoc Approver

Back | Submit

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- You will then see a message confirming that your request to subscribe to the desired *Learning Certification* has been submitted for manager approval.

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Learner Home | Course Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Search: Course | Exact Phrase | Go | Advanced Search

Welcome, Ford, Thomas

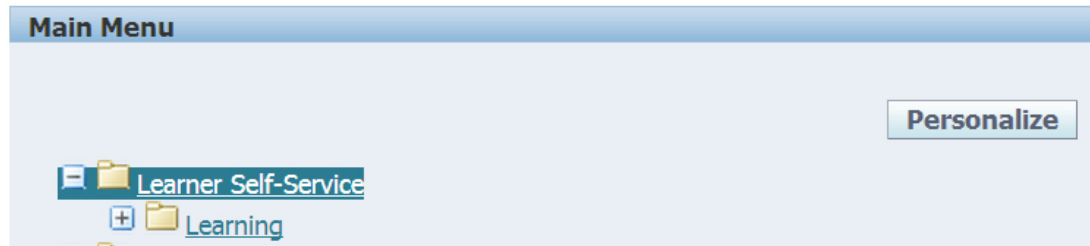
Confirmation

Your request to subscribe to the learning certification Oracle Applications Technical Certification has been submitted for manager approval. You can monitor your subscription status in this certification from the Requested Learning tab on the Learner Home page.

Unsubscribing from a Learning Certification

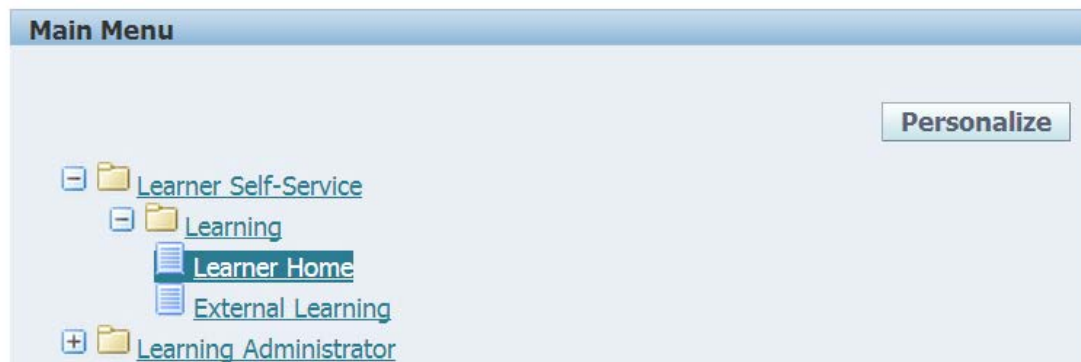
- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.

Oracle Applications Home Page

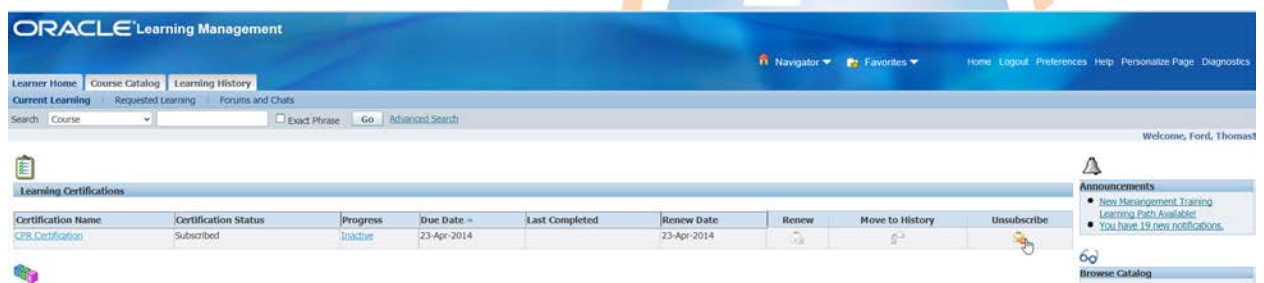


- Expand the *Learning* folder and select the **Learner Home** function.

Oracle Applications Home Page

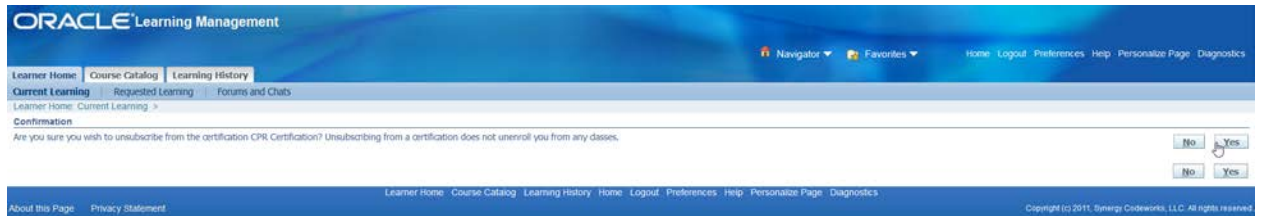


- Your *Learner Home* page will appear.
- Locate the *Learning Certification* you would like to unsubscribe from in the **Learning Certification** section.



- You can unsubscribe from the *Learning Certification* by clicking the **Unsubscribe** icon.

- The system will display a *Confirmation* page, requesting that you confirm you want to unsubscribe.



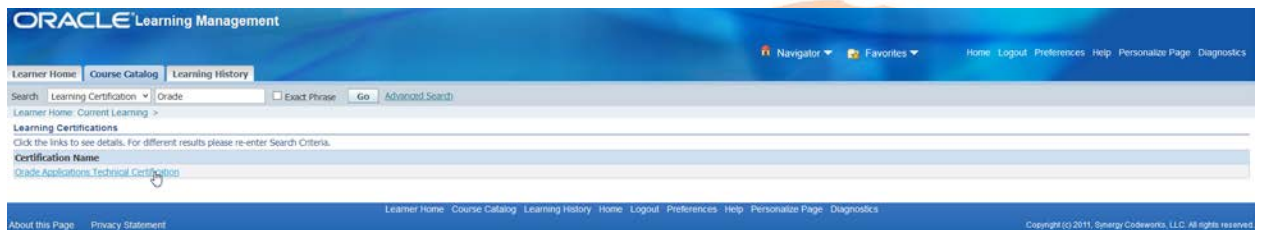
- Click the **Yes** button.
- You will see a message confirming that you have unsubscribed from the *Learning Certification*.



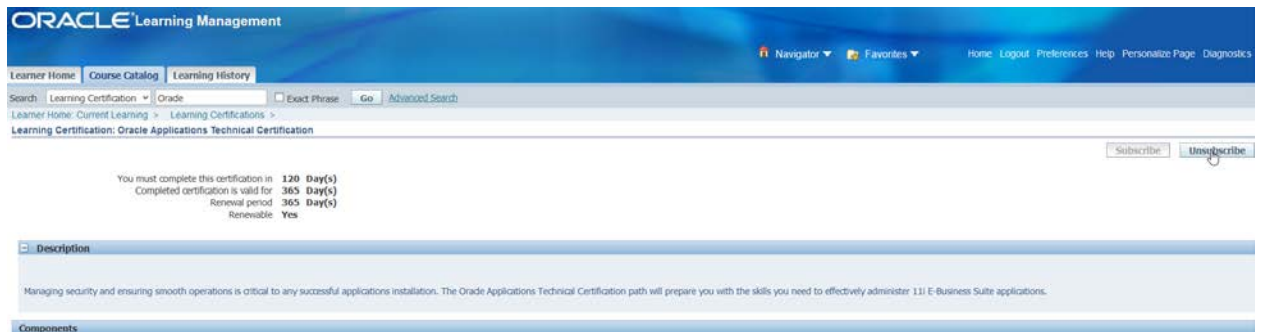
- Alternatively, from your *Learner Home Page*, select **Learning Certification** from the *Search* drop-down list.



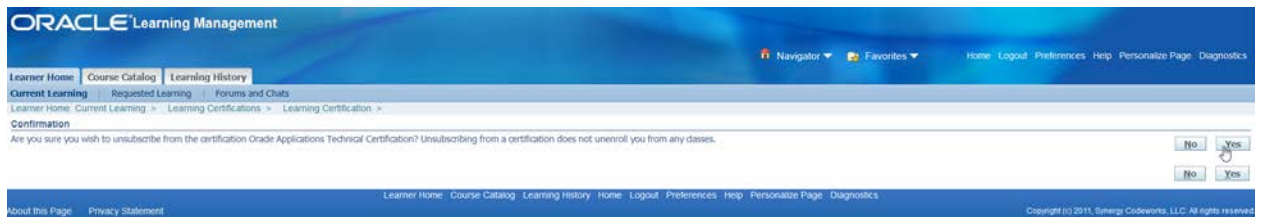
- Enter the name of the **Learning Certification** you would like to unsubscribe from in the search field and click the **Go** button.
- Click the link that corresponds to the *Learning Certification* you would like to unsubscribe from.



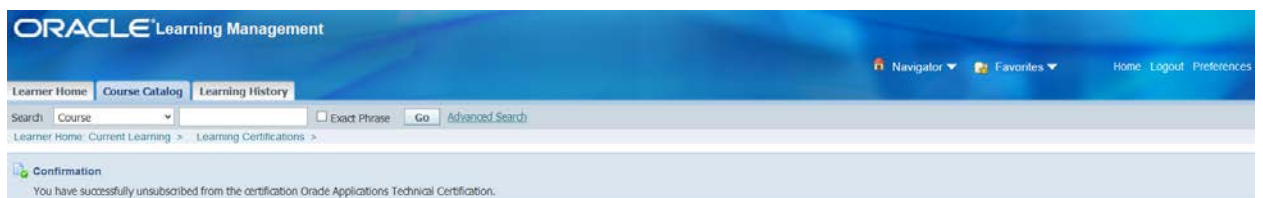
- Click the **Unsubscribe** button.



- The system will display a *Confirmation* page, requesting that you confirm you want to unsubscribe.

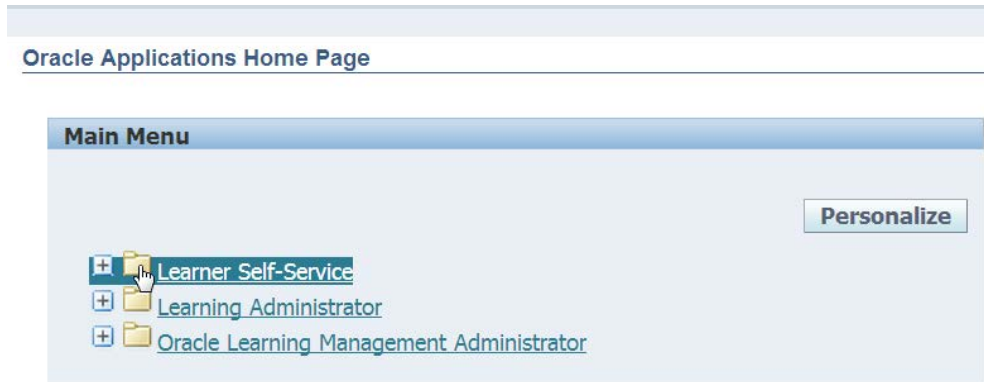


- Click the **Yes** button.
- You will see a message confirming that you have unsubscribed from the *Learning Certification*.

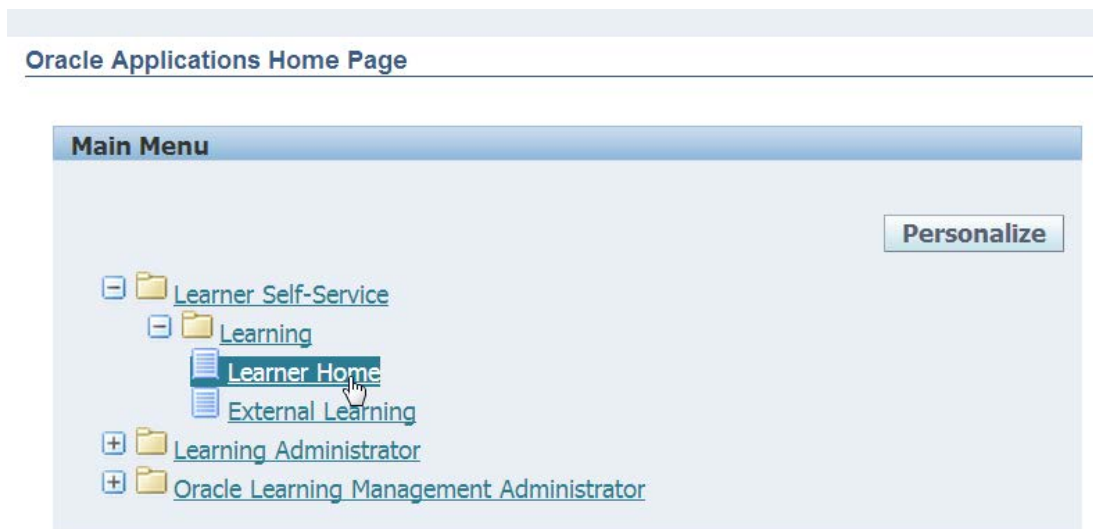


Subscribing to a Category Forum

- On the *Oracle Applications Home Page*, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and select the **Learner Home** function.



- Choose **Category Forum** from the *Search* dropdown list.

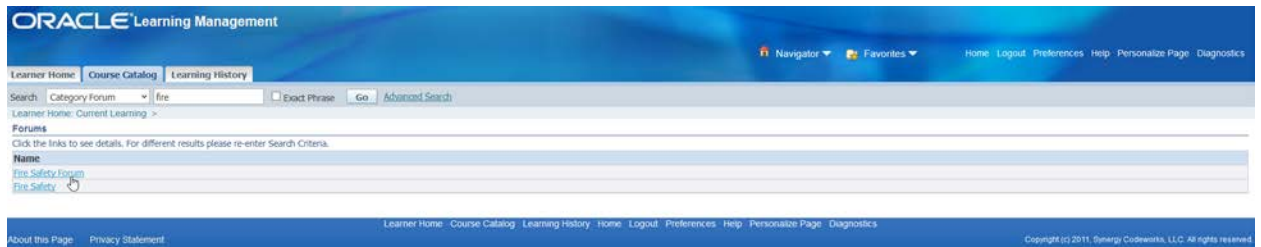


- Enter the name of the *Category Forum* you would like to subscribe to and click the **Go** button.

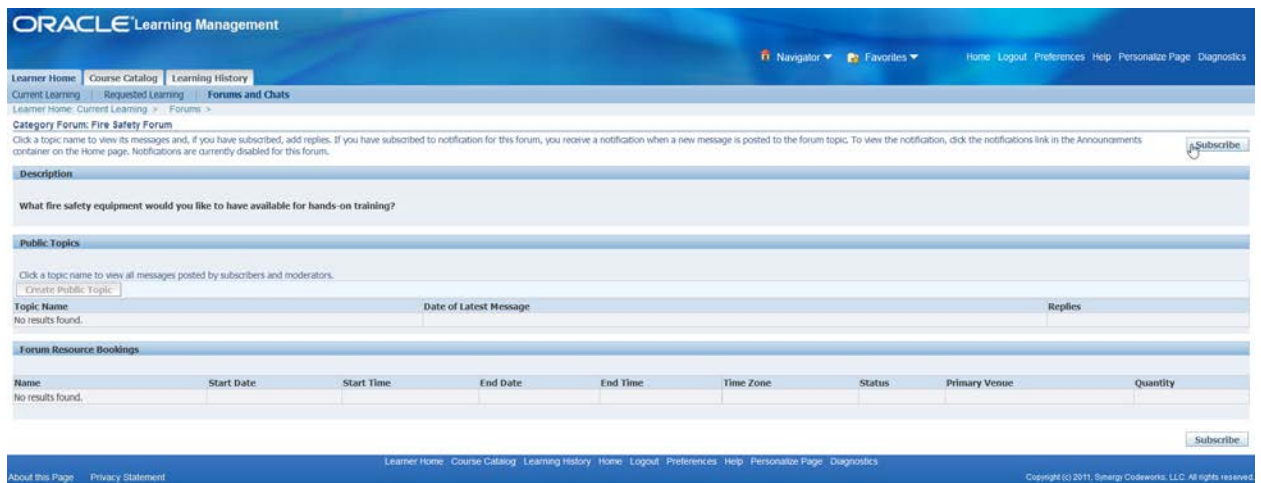


If you are unsure of the *Category Forum* name, you can widen your search by typing in the letter, "a," and clicking the **Go** button. A list of all category forums beginning with any letter will be returned.

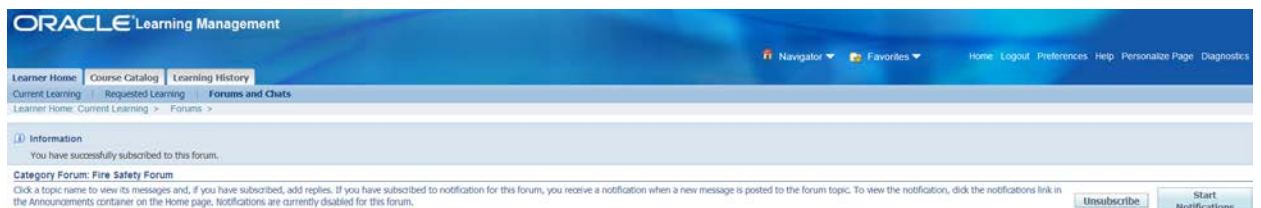
- Click the link associated with the *Category Forum* you would like to subscribe to.



- Click the **Subscribe** button.



- A message will appear confirming you have subscribed to the *Category Forum*.

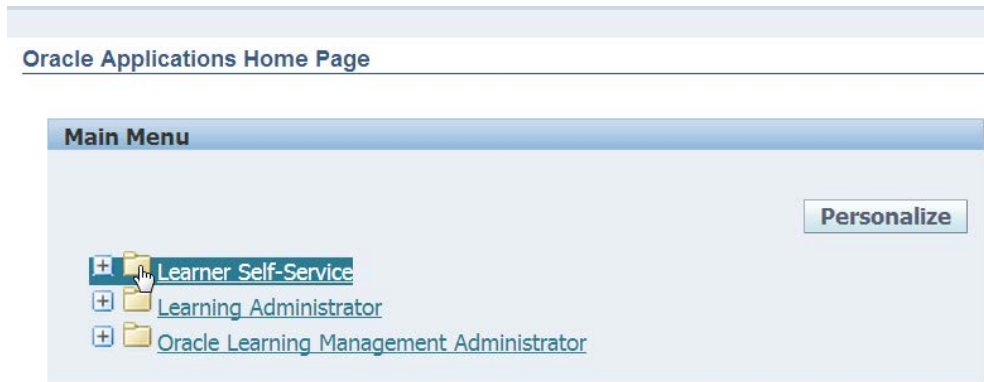


- Review the information on how to view forum messages and notifications. If desired, click the **Start Notifications** button to receive a notification on your Learner Home page when a new message is posted to the forum.
- Use the breadcrumb trail link to return to your *Current Learning* page or another area of the system.

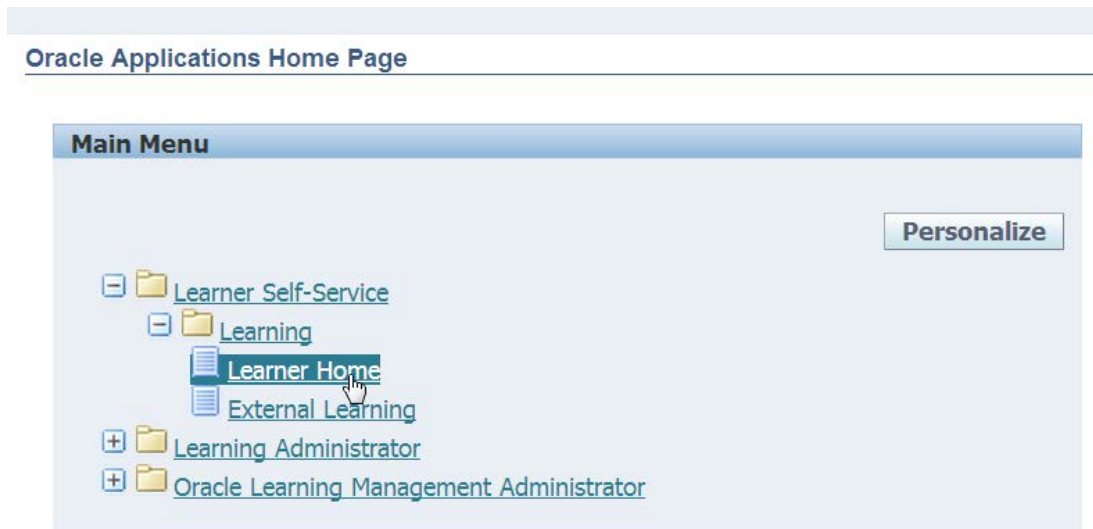


Participating in a Category Forum

- On the *Oracle Applications Home Page*, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and select the **Learner Home** function.



- On the *Learner Home* page, click the **Forums and Chats** link at the top of the page.



- The *Forums and Chats* page will appear.

Category Forums

Forum Name	Category Name	Topics	Messages	Date of Latest Message	Start Date	End Date	Notification
World At Work Open Forum	World At Work	0	0		01-Jan-2002		Yes
Fire Safety Forum	Safety	0	0		10-Sep-2013		No

- In the *Category Forums* section, click the **Forum Name** link for the Category Forum you would like to view or participate in.
- Locate the *Public Topics* section.

Category Forum: Fire Safety Forum

This forum is for learners to exchange ideas on topics related to hands-on fire safety classes.

Public Topics

Click a topic name to view all messages posted by subscribers and moderators.

Topic Name	Date of Latest Message	Replies
Classroom Equipment	10-Sep-2013	0

Forum Resource Bookings

Name	Start Date	Start Time	End Date	End Time	Time Zone	Status	Primary Venue	Quantity
No results found.								

- Click on a **Topic Name** to participate in or view an existing topic.
- The *Topic Messages* page will appear.

Topic Messages: Classroom Equipment

Select Message: ☐ Reply

Select Focus Posted	Message	Author	Attachments
<input checked="" type="radio"/> 10-Sep-2013	What additional fire safety equipment would you like to have available in the classroom for hands-on training?	Zglobicki, Ms. Italy	

- To reply to a post, select the **radio button** next to it, and click the **Reply** button.
- The *Reply to Message* page will appear.

- Enter your **Reply**.
 - If attachments have been added for the forum, you can include an attachment with your response by clicking the **Add...** button in the *Attachments* section.

ORACLE Learning Management

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Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Forums and Chats > Category Forum > Topic Messages >

Reply to Message

Forum Topic: Classroom Equipment

Hide Message

What additional fire safety equipment would you like to have available in the classroom for hands-on training?

* Reply

I would love to see some different types of fire gloves, and some common hand tools that are used in fire fighting. Thank!

Cancel Apply

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- When your reply is complete, click the **Apply** button.
- A *confirmation* message will appear, indicating that your reply was posted successfully. Please note that your message may be shortened due to a limit on the number of characters that can be displayed in the confirmation message section, but your full message will be shown on the forum.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Forums and Chats > Category Forum >

Confirmation

Successfully applied Forum Message I would love to see some different types of fire gloves, and some common hand tools.

Topic Messages: Classroom Equipment

Unsubscribe

Select Message: Reply

Select Focus Posted	Message	Author	Attachments
<input type="radio"/> 10-Sep-2013	What additional fire safety equipment would you like to have available in the classroom for hands-on training?	Zglobicki, Ms. Molly	
<input type="radio"/> 10-Sep-2013	I would love to see some different types of fire gloves, and some common hand tools that are used in fire fighting. Thank!	Ford, Thomas	

Unsubscribe

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- To create your own *Public Topic*, click the **Create Public Topic** button.

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Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Forums and Chats >

Category Forum: Fire Safety Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently disabled for this forum.

Unsubscribe Start Notifications

Description

This forum is for learners to exchange ideas on topics related to hands-on fire safety classes.

Public Topics

Click a topic name to view all messages posted by subscribers and moderators.

Create Public Topic

Topic Name	Date of Latest Message	Replies
Classroom Equipment	10-Sep-2013	1

- Enter the **name** of your topic in the *Topic Name* field.

- Enter your **message** in the *Message* field.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Forums and Chats > Category Forum >

Create Forum Topic

Enter the topic details.

Forum: Fire Safety Forum

* Topic Name: Seeing Real-Life Fire Damage

* Message: Are there opportunities for students to visit fire damaged sites to further learning?

Cancel Apply

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- Click the **Apply** button.
- A *confirmation* message will appear, indicating that your topic has been created. Your new topic will be listed in the *Topic Name* area.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Forums and Chats >

Confirmation

Successfully applied Forum Topic Seeing Real-Life Fire Damage.

Category Forum: Fire Safety Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently disabled for this forum.

Unsubscribe Start Notifications

Description

This forum is for learners to exchange ideas on topics related to hands-on fire safety classes.

Public Topics

Click a topic name to view all messages posted by subscribers and moderators.

Create Public Topic

Topic Name	Date of Latest Message	Replies
Classroom Equipment	10-Sep-2013	1
Seeing Real-Life Fire Damage	10-Sep-2013	0

Forum Resource Bookings

Name	Start Date	Start Time	End Date	End Time	Time Zone	Status	Primary Venue	Quantity
No results found.								

Unsubscribe Start Notifications

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- If the forum you are participating in has notifications, you can either start or stop them at any time by clicking the **Start Notifications** or **Stop Notifications** button.

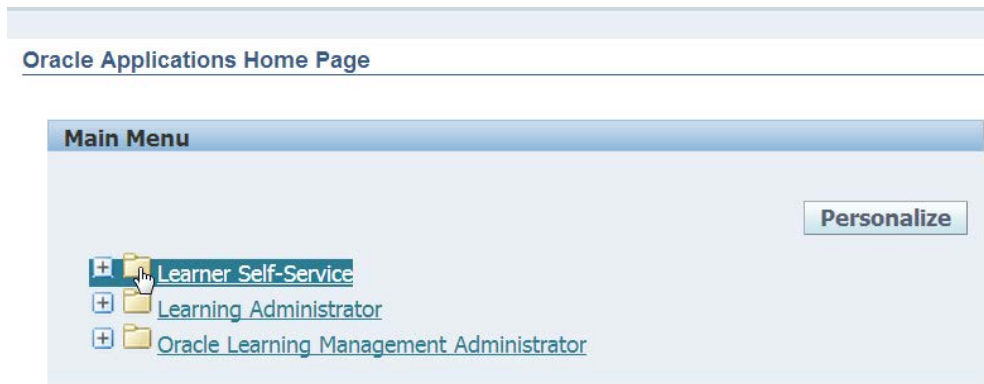
Category Forum: Fire Safety Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently disabled for this forum.

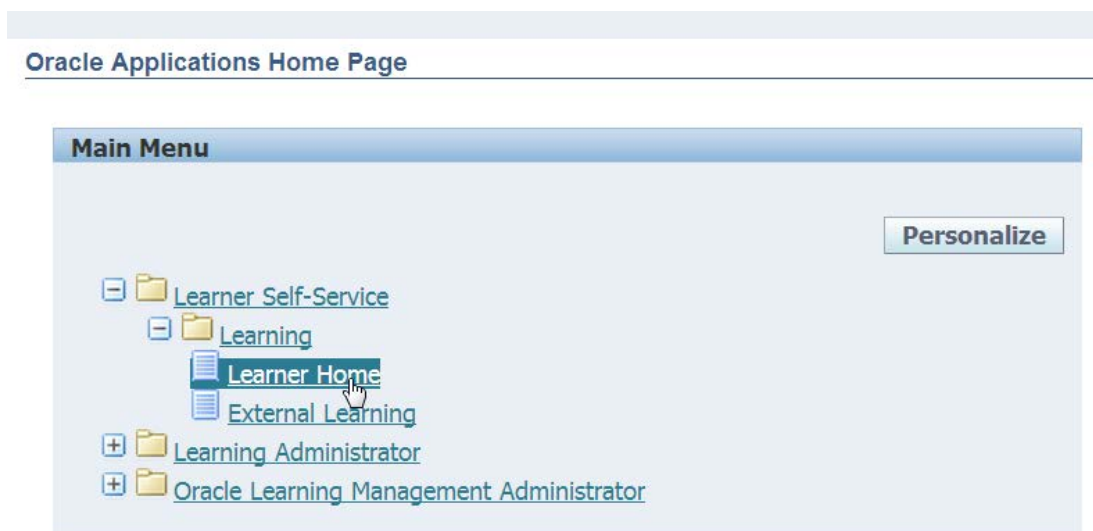
Unsubscribe Start Notifications

Unsubscribing from a Category Forum

- On the *Oracle Applications Home Page*, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and select the **Learner Home** function.



- Click the **Forums and Chats** link.



- The *Forums and Chats* window will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Forums and Chats

Search for and access category forums and category chats to which you are already subscribed. You can access class forums and chats only from the Class details page.

Search

Catalog Object: All
 Category Name:
 Start Date:
 End Date:
 Go Clear

Category Forums

Forum Name	Category Name	Topics	Messages	Date of Latest Message	Start Date	End Date	Notification
World At Work Open Forum	World At Work	0	0	01-Jan-2002	01-Jan-2002		Yes
Fire Safety Forum	Safety	2	3	10-Sep-2013	10-Sep-2013		No

Category Chats

Chat Name	Category Name	Start Date	End Date	Time Zone	Recent Messages	Number of Attendees	Active	Enter
No results found.								

- In the *Category Forums* section, under the **Forum Name** column, click the name of the forum you wish to unsubscribe from.
- The Category Forum details page appears.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Forums and Chats >

Category Forum: World At Work Open Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently enabled for this forum.

[Unsubscribe](#) [Stop Notifications](#)

Description

This is an open forum to post any topics/questions regarding the World At Work program.

Public Topics

Click a topic name to view all messages posted by subscribers and moderators.

[Create Public Topic](#)

Topic Name	Date of Latest Message	Replies
No results found.		

Forum Resource Bookings

Name	Start Date	Start Time	End Date	End Time	Time Zone	Status	Primary Venue	Quantity
Elizabeth.Havery@vision.com	01-Jan-2002	00:00	01-Jan-2010	23:59	Central Time	Confirmed	N	1

[Unsubscribe](#) [Stop Notifications](#)

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- Click the **Unsubscribe** button.
- A message will be displayed, confirming that you have unsubscribed from the Forum.

ORACLE Learning Management

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Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Forums and Chats >

Information

You have successfully cancelled your subscription to this forum.

Category Forum: World At Work Open Forum

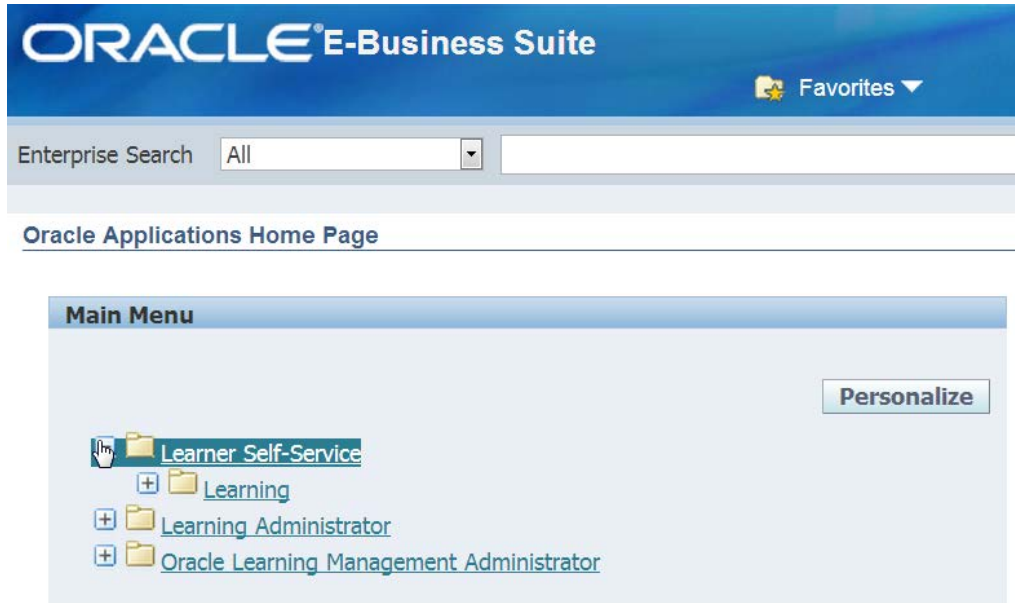
Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently enabled for this forum.

[Subscribe](#)

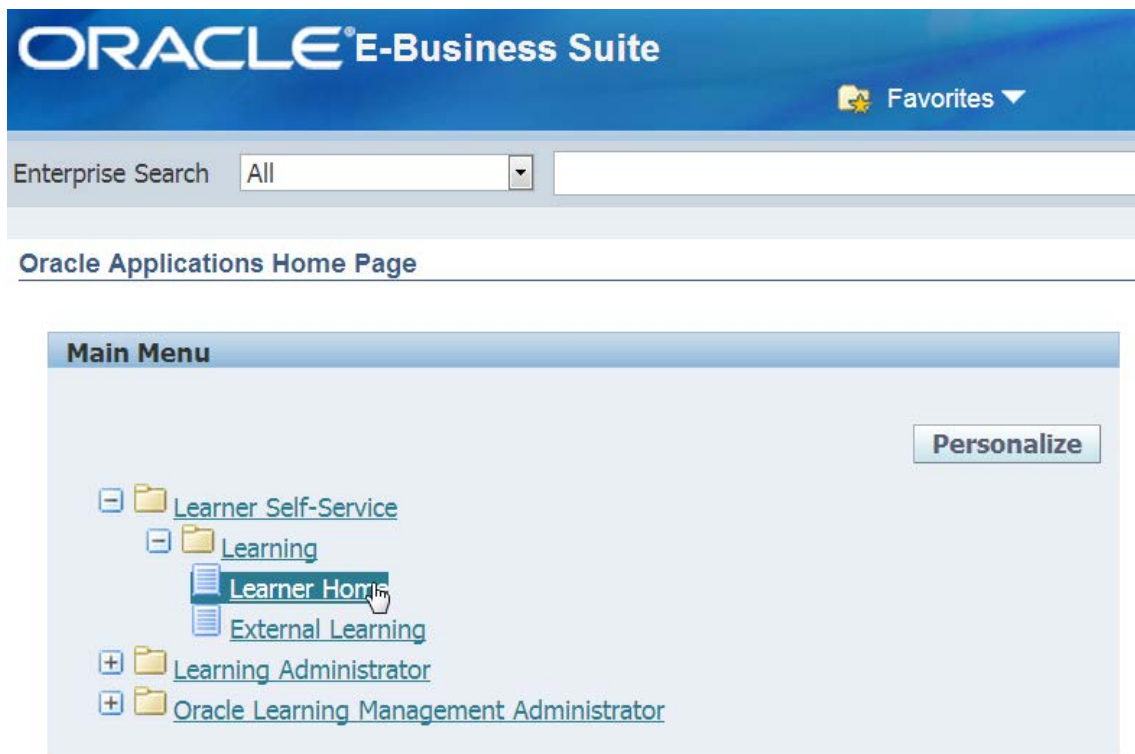
Description

Subscribing to a Category Chat

- On the *Oracle Learning Management Home* page, expand the **Learner Self-Service** Responsibility.



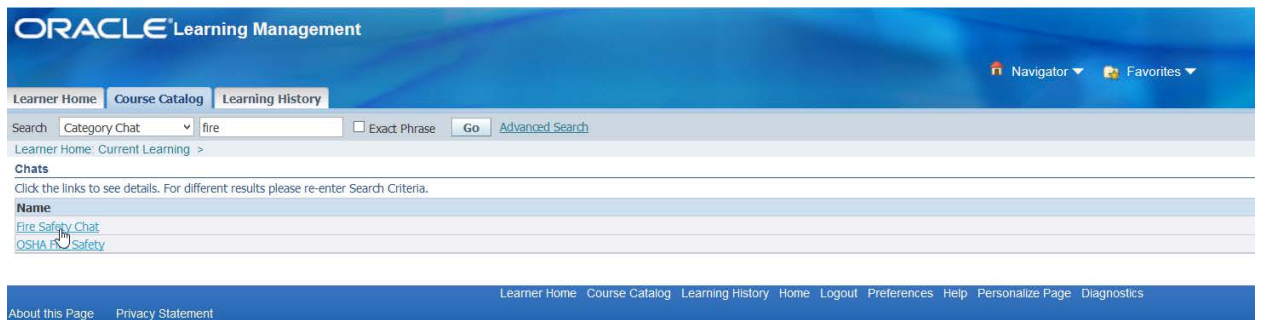
- Expand the **Learning** folder and select the **Learner Home** function.



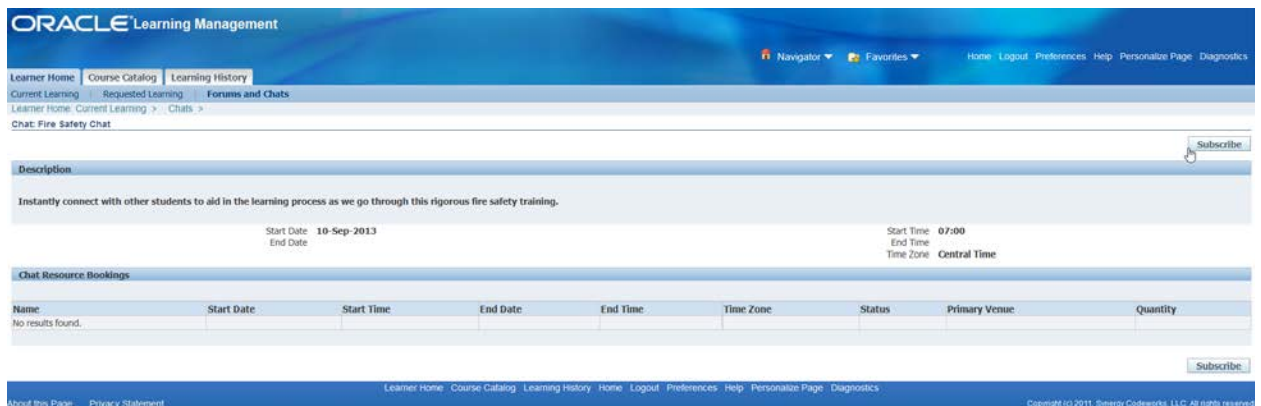
- Choose **Category Chat** from the *Search* dropdown list.
- Enter the name of the *Category Chat* you would like to subscribe to and click the **Go** button.



- The *Chats* search results page will be shown.



- Click the link for the **Category Chat** you would like to subscribe to.
- The selected Chat's *details* page will appear.
- Click the **Subscribe** button in the upper right corner of the page to subscribe to the chat.



- You will see a message confirming that you have subscribed to the Chat.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home Current Learning Chats

Confirmation
You have successfully subscribed to this chat.

Chat: Fire Safety Chat

Unsubscribe Enter

Description

Instantly connect with other students to aid in the learning process as we go through this rigorous fire safety training.

Start Date 10-Sep-2013 Start Time 07:00
End Date End Time Time Zone Central Time

Chat Resource Bookings

Name	Start Date	Start Time	End Date	End Time	Time Zone	Status	Primary Venue	Quantity
No results found.								

Unsubscribe Enter

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- If desired, you may enter the chat from this page by clicking the **Enter** button.

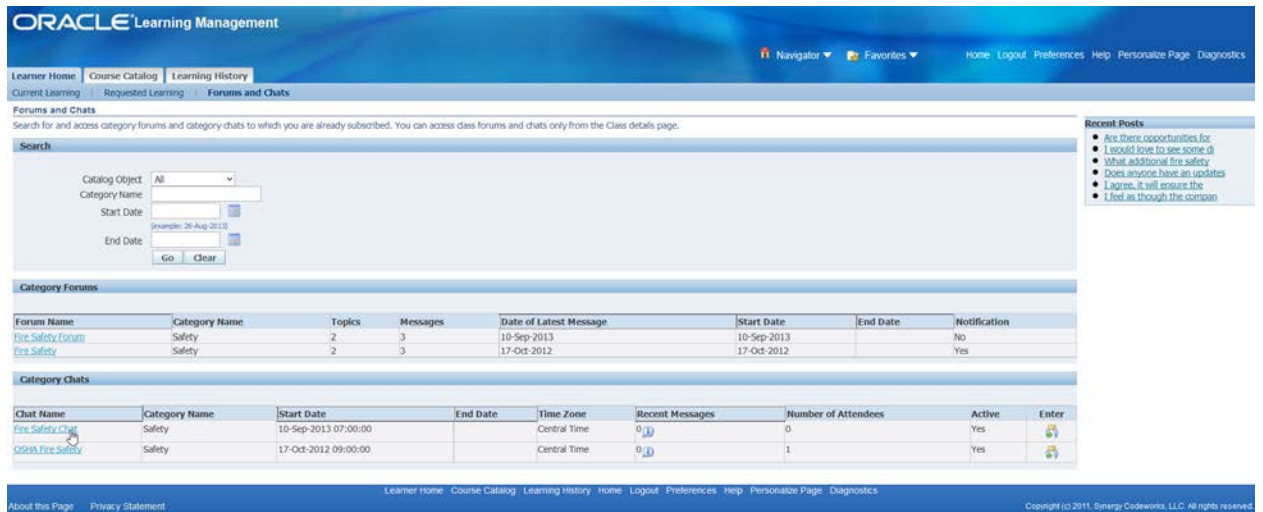


Participating in a Category Chat

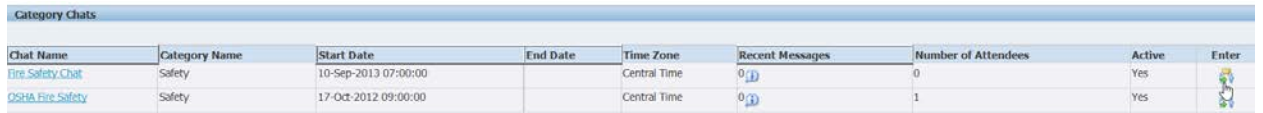
- On the *Current Learning* page, click **Forums and Chats**.



- The *Forums and Chats* page is displayed.

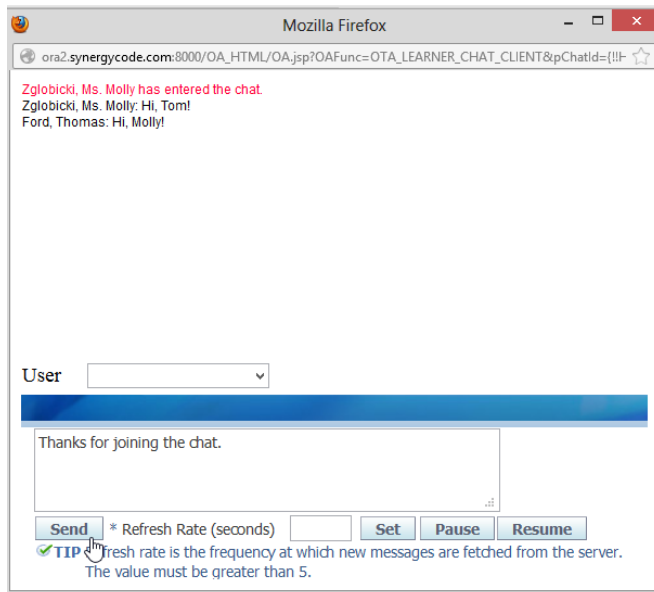


- Locate the *Category Chats* section near the bottom of the page.
- Click the **Enter** icon for the Category Chat you would like to participate in.



- A window will pop up containing the Category Chat.

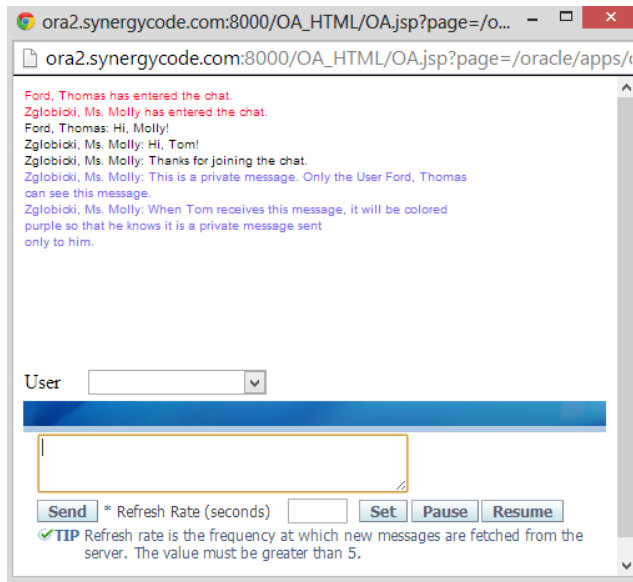




- If you'd like to send a private message to a user, choose their name from the **User** dropdown list.
 - Enter your message and hit the **Enter** key, or click the **Send** button.



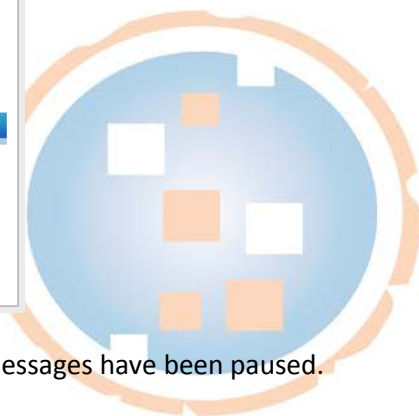
- Your message will be sent only to that User whose name is populated in the *User* field.
- The private message will be displayed to the recipient in purple, as shown below, indicating to them that it is a private message.



- If you'd like your message to be visible to all Chat attendees, leave the *User* field blank.
- Type your message in the chat text field, and hit the **Enter** key or click the **Send** button to submit it.
- Your message will appear in the chat window.
- If you would like to pause your incoming messages click the **Pause** button.

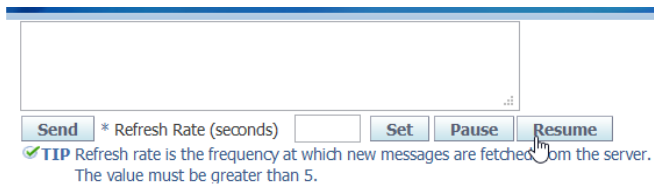


- A message will be shown, indicating that incoming messages have been paused.



Zglobicki, Ms. Molly has entered the chat.
 Zglobicki, Ms. Molly: Hi, Tom!
 Ford, Thomas: Hi, Molly!
 Zglobicki, Ms. Molly: Thanks for joining the chat.
 Zglobicki, Ms. Molly: This is a private message.
 Zglobicki, Ms. Molly: When Tom receives this me
 private message sent only to him.
You have paused your incoming messages.

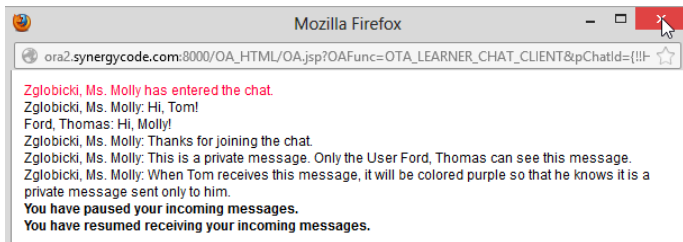
- To resume incoming messages, click the **Resume** button.



- A message will be shown, indicating that your receipt of incoming messages has resumed.

Zglobicki, Ms. Molly: When Tom receives this message, it will
 private message sent only to him.
You have paused your incoming messages.
You have resumed receiving your incoming messages.

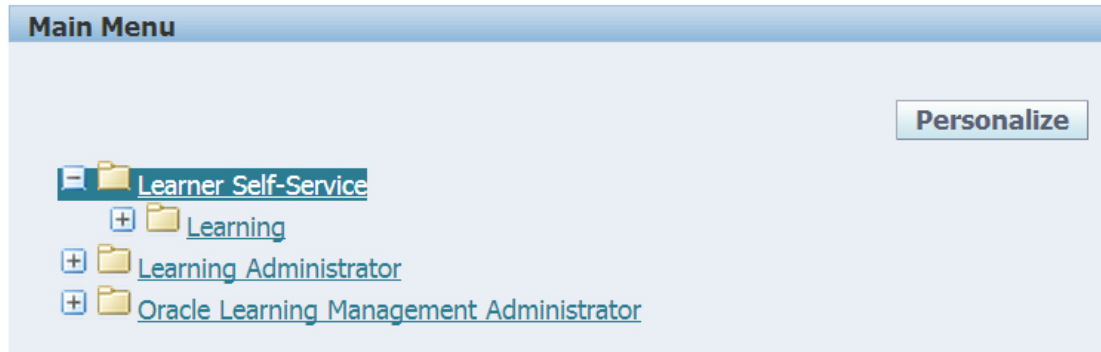
- To exit the chat, click the **Red X** in the top right hand corner of the chat window.



Viewing Learning History

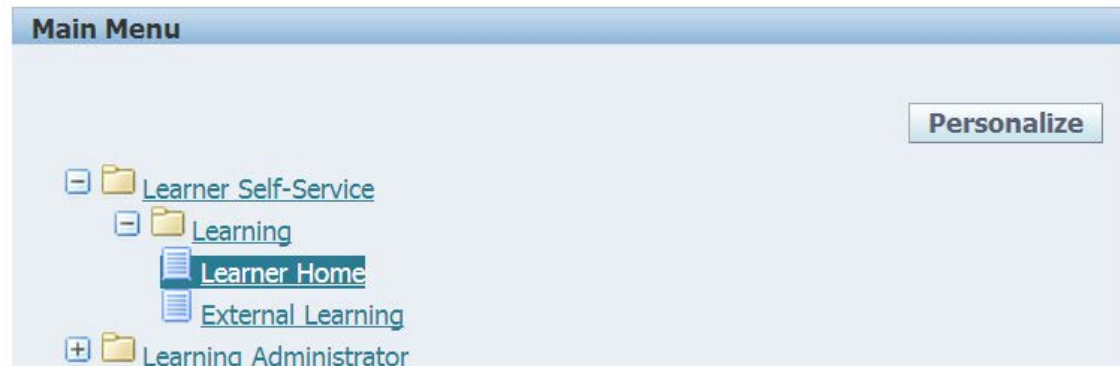
- On the *Oracle Navigator* page, expand the **Learner Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning* folder and select the **Learner Home** function.

Oracle Applications Home Page



- Your *Learner Home* page will appear.
- At the top of the page, click the **Learning History** tab.



- Your *Learning History* page will be displayed.

ORACLE Learning Management

Learner Home Course Catalog **Learning History**

Learning History
Use this page to view your completed, cancelled, and expired learning.

Learning Certifications

Certification Name	Certification Status	Progress	Due Date ~	Last Completed	Renew Date
Scenario 1	Unsubscribed	Cancelled	21-Nov-2012		21-Nov-2012
OSHA Certified Safety	Subscribed	Expired	09-Jan-2013		
OSHA Certified Safety	Subscribed	Active	27-Jan-2013		
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013

Learning Paths

Enrollments

External Learning

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- From this page, you can view all of your completed, cancelled, and expired learning. Click the appropriate link to view additional information for any of your listed Learning Certifications, Learning Paths, Enrollments or External Learning.
- For example, to see details for a *Learning Certification* in your history, click the link associated with the certification of interest.
- The selected Learning Certification's details page will appear.

ORACLE Learning Management

Learner Home Course Catalog **Learning History**

Search Course ☐ Exact Phrase [Advanced Search](#)

Learning History >

Learning Certification: Sexual Harassment Annual Training

Certification Summary

Subscription Number **491**
 You began this certification period on **23-May-2013**
 You must complete this certification by **02-Jun-2013**
 Your current certification expires on **02-Jun-2014**

You can next renew your certification on **02-Jun-2013**
 Renewable **Yes**

Description

Required training for all employees related to sexual harassment

Components

Course	Component Completion Date	Component Status	Enrollment Details	Choose or Enroll in class	Performance Status
SCORM Tracking Learning Object Example		Active			Not Attempted

[Return to Learning History](#)

About this Page Privacy Statement Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics Copyright (c) 2011, Sunergo Codeworks, LLC. All rights reserved.

- Click the **Learning History** link in the breadcrumb trail to return to the *Learning History* page.

ORACLE Learning Management

Learner Home Course Catalog **Learning History**

Search Course ☐ Exact Phrase [Advanced Search](#)

Learning History >

Learning Certification: Sexual Harassment Annual Training

- To view more detailed information about your progress for a Learning Certification in your history, click on the link under the *Progress* column adjacent to the certification of interest.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Learning History
Use this page to view your completed, cancelled, and expired learning.

Learning Certifications

Certification Name	Certification Status	Progress	Due Date ~	Last Completed	Renew Date
Scenario 1	Unsubscribed	Cancelled	21-Nov-2012		21-Nov-2012
OSHA Certified Safety	Subscribed	Expired	09-Jan-2013		
OSHA Certified Safety	Subscribed	Active	27-Jan-2013		
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013

Learning Paths

- To view your *Learning Paths* history, expand the **Learning Paths** list.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Course Exact Phrase Go Advanced Search

Learning History >

Learning Certification: OSHA Certified Safety

Certification Summary

Subscription Number 453
You began this certification period on 07-Jan-2013
You must complete this certification by 09-Jan-2013
Renewable No

Components

Course	Component Completion Date	Component Status	Enrollment Details	Choose or Enroll in class	Performance Status
OSHA General Industry Safety		Active			Not Attempted
OSHA Certified - General Safety		Planned			Not Attempted
OSHA Certified Fire Safety		Planned			Not Attempted

Return to Learning History

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click the **Return to Learning History** link to return to your Learning History page.
- You can view the details of each *Learning Path* in your history by expanding the Learning Paths section, and clicking on its name in the *Name* column.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Learning History
Use this page to view your completed, cancelled, and expired learning.

Learning Certifications

Certification Name	Certification Status	Progress	Due Date ~	Last Completed	Renew Date
Scenario 1	Unsubscribed	Cancelled	21-Nov-2012		21-Nov-2012
OSHA Certified Safety	Subscribed	Expired	09-Jan-2013		
OSHA Certified Safety	Subscribed	Active	27-Jan-2013		
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013

Learning Paths

Name	Source	Subscription Status	Completion Target	Completion Date ~
Animal Care Learning Path	Administrator	Cancelled		
Safety Training Learning Path	Catalog		27-Apr-2013	17-Jul-2013
Sexual Harassment Annual Training	Administrator	Cancelled		

- To view your *Enrollments* history, expand the **Enrollments** section.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Learning History
Use this page to view your completed, cancelled, and expired learning.

Learning Certifications

Certification Name	Certification Status	Progress	Due Date ~	Last Completed	Renew Date
Scenario 1	Unsubscribed	Cancelled	21-Nov-2012		21-Nov-2012
OSHA Certified Safety	Subscribed	Expired	09-Jan-2013		
OSHA Certified Safety	Subscribed	Active	27-Jan-2013		
Sexual Harassment Annual Training	Subscribed	Active	02-Jun-2013		02-Jun-2013

Learning Paths

Name	Source	Subscription Status	Completion Target	Completion Date ~
Animal Care Learning Path	Administrator	Cancelled		
Safety Training Learning Path	Catalog		27-Apr-2013	17-Jul-2013
Sexual Harassment Annual Training	Administrator	Cancelled		

Enrollments

Course Name	Class Name	Type	Status	Item in	Start Date	End Date	Completion Date ~	Time Zone	Play Evaluate or Sign
Importing Content 101	MZ SCORM Import Test3 139189	SCORM	Completed		17-Sep-2012 00:00:00		17-Sep-2012 13:24:17	Central Time	
SCORM Tracking Learning Object Example	SCORM Tracking Learning Object Example 139189	SCORM	Not Attempted		17-Sep-2012 00:00:00		17-Sep-2012 13:38:33	Central Time	

- View the *Status* of your class enrollments, as well as their Start / End or Completion Dates. View the details in the various columns adjacent to each class for more information (Status, Start

Date, End Date, Completion, etc.). You may also click on a Course or Class name to view its details page.

- View your *External Learning* history by expanding the *External Learning* list. You can view each *External Learning* course, the date on which you completed it and the status.

External Learning						
Course Name	Provider	Completion Date	Status	Equivalent Course	Training Center	Type
MS Outlook Advanced	Del	04-Mar-2011				
OLH New Features Webinar	Synergy Codeworks	19-Nov-2012	Attended		Attended from Home	On-Line-Training
MCTP Administering Windows 7	Prometric	15-Mar-2012	Attended		Portsmouth, NH	On-The-Job
Preparing a User Guide	User Guide Pros	16-Aug-2012	Attended			On-Line-Training
CSS for Beginners	Online Training Solutions	01-May-2013				



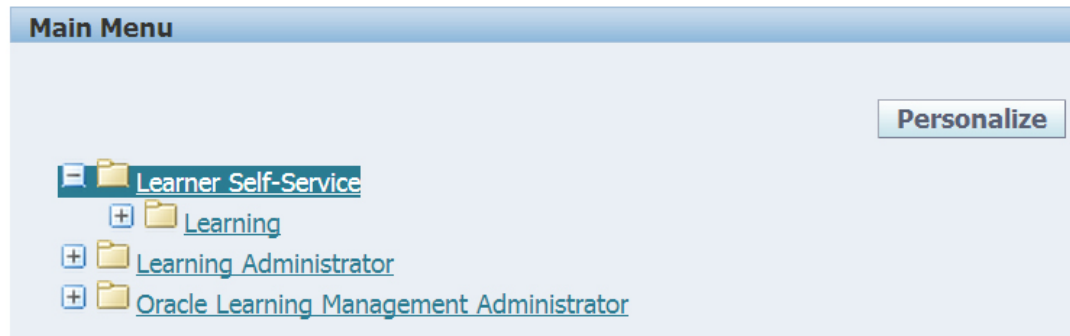
By nature, *External Learning* details are not as specific, and display fewer detail columns than internal learning.



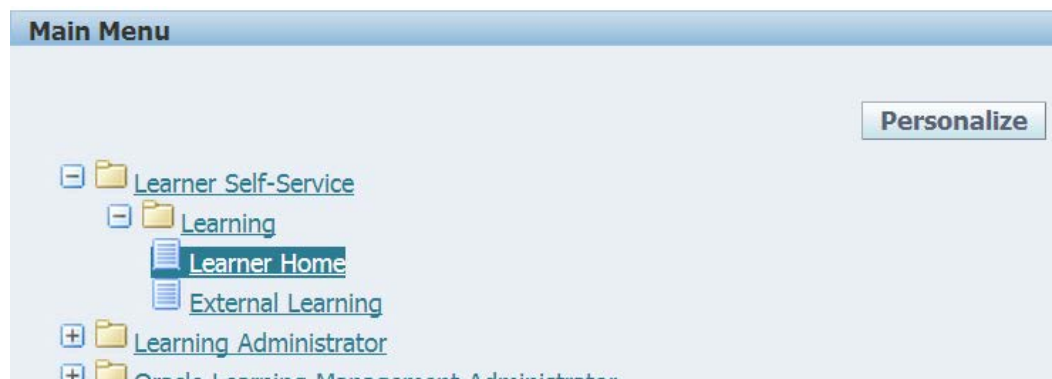
Viewing Requested Learning

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning* folder and select the **Learner Home** function.



- Your *Current Learning* page will appear.
- At the top of the page, click **Requested Learning**.



- Your *Requested Learning* page will be shown.
- Here you can view all the *Learning Certifications* and *Learning Paths* you have requested subscriptions for, as well as any *Classes* you have requested enrollment in that require approval or that you are on the waitlist for.

- To view the details of a *Learning Certification*, click the link associated with the certification under the **Certification Name** column.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Requested Learning

Use this page to view enrollments pending approval, or classes for which you are currently waitlisted.

Learning Certifications

Certification Name	Certification Status	Subscription Number
Oracle Applications Technical Certification	Waiting for Approval	414

Enrollments

Show Key Notation

Class Name	Type	Status	Start Date	End Date	Timezone	Details
OSHA General Industry Safety (English, Self Paced Online) 11482	Self Paced	Requested	07-Sep-2004 00:00:00		Central Time	Details
Lab Safety Class - Fire	Self Paced	Requested	11-Sep-2013 09:00:00	11-Sep-2013 13:00:00	Eastern Time	Details
Emergency Procedures Lab	Self Paced	Requested	07-Jan-2015 00:00:00		Eastern Time	Details
Sales Awareness for Sarbanes Oxley in the US	Self Paced	Requested	02-Sep-2004 00:00:00		Central Time	Details
Effective Presentation Delivery (English, Self Paced Online) 11453	Self Paced	Requested	07-Sep-2004 00:00:00		Central Time	Details
Advanced Professional Skills (English, Self Paced Online) 24489	Self Paced	Requested	01-Jul-2004 00:00:00		Central Time	Details
Communication Skills for Leadership (English, Self Paced Online) 10276	Self Paced	Requested	03-Sep-2004 00:00:00		Central Time	Details
Sales Awareness of Corporate Governance in APAC and EMEA 9346	Self Paced	Requested	02-Sep-2004 00:00:00		Central Time	Details
Example 1 Planned Class	Self Paced	Waitlisted	22-Jan-2013 09:00:00	22-Jan-2013 11:00:00	Eastern Time	Details
Q11 Training (Planned)	Self Paced	Waitlisted	08-Mar-2013 00:00:00		Eastern Time	Details

- The Learning Certification's *details* page appears.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Learner Home Requested Learning >

Learning Certification: Oracle Applications Technical Certification

You must complete this certification in **120 Day(s)**
 Completed certification is valid for **365 Day(s)**
 Renewal period **365 Day(s)**
 Renewable **Yes**

Description

Managing security and ensuring smooth operations is critical to any successful applications installation. The Oracle Applications Technical Certification path will prepare you with the skills you need to effectively administer 11i E-Business Suite applications.

Components

Course Name	Course Sequence
Technical Overview: Applications Technology Stack	1
Application Systems Administration	2
Application Workflow	3
Application Systems Management	4
Detailed Functionality: Applications System Management	5

Competencies

Competency	Proficiency Level
Technical: Applications Administration	4 - Proficient
Technical: Knowledge of standard features and functions between applications	4 - Proficient

[Return To Requested Learning](#)

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- View the details of a component Course within the *Learning Certification* by clicking on its link.
- The Course *details* page will be shown.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Learner Home Requested Learning > Learning Certification >

Course: Application Systems Administration

Description

Upon completing this course, participants will learn to manage security by granting users access and defining their application privileges, register a custom application, use Standard Request Submission to execute programs and reports, and audit and monitor system processing. They will also learn the purpose and operation of a concurrent manager, to distinguish between the internal concurrent manager and other concurrent managers and to define specialization rules and apply them to a concurrent manager.

Audience

This course is appropriate for Customers/Applications IT Professionals (Support, Applications Developers, Applications Database Administrators, Applications System Admins, Technical Consultants), Applications Implementation Users.

Administration

Course Code	Course Administrator	Osmar, Mr. William
Success Criterion	Exam	

Categories

This region lists the categories to which this course belongs.

Category	Parent Category
Software/Applications	Technical Training

Delivered Competencies

On completion of this course, you attain the following competencies.

Competency	Proficiency Level
Technical:Oracle Backup & Recovery	4 - Proficient
Technical:Oracle SQL	3 - Semi Proficient

- After viewing details, you can return to the *Learning Certification* details page by clicking the **Learning Certification** link at the top of the page, or by clicking the *Return to Certification* link at the bottom left of the page.
- To return to the *Request Learning* page, click the **Return to Requested Learning** link.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Learner Home Requested Learning >

Learning Certification: Oracle Applications Technical Certification

You must complete this certification in 120 Day(s)
Completed certification is valid for 365 Day(s)
Renewal period 365 Day(s)
Renewable Yes

Description

Managing security and ensuring smooth operations is critical to any successful applications installation. The Oracle Applications Technical Certification path will prepare you with the skills you need to effectively administer 11i E-Business Suite applications.

Components

Course Name	Course Sequence
Technical Overview: Applications Technology Stack	1
Application Systems Administration	2
Application Workflow	3
Application Systems Management	4
Detailed Functionality: Applications System Management	5

Competencies

Competency	Proficiency Level
Technical:Applications Administration	4 - Proficient
Technical:Knowledge of standard features and functions between applications	4 - Proficient

Return To Requested Learning

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- Follow the steps above to view details on *Enrollments*.
- You can view approval statuses for *Enrollments* under their associated *Status* columns, or click a **Class Name** to view its details.

ORACLE Learning Management

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[Help](#)
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[Course Catalog](#)
[Learning History](#)

[Current Learning](#)
[Requested Learning](#)
[Forums and Chats](#)

☐ Exact Phrase

[Advanced Search](#)

Requested Learning
 Use this page to view enrollments pending approval, or classes for which you are currently waitlisted.

Learning Certifications

Certification Name	Certification Status	Subscription Number
Oracle Applications Technical Certification	Waiting for Approval	414

Enrollments
☐ Show Key Notation

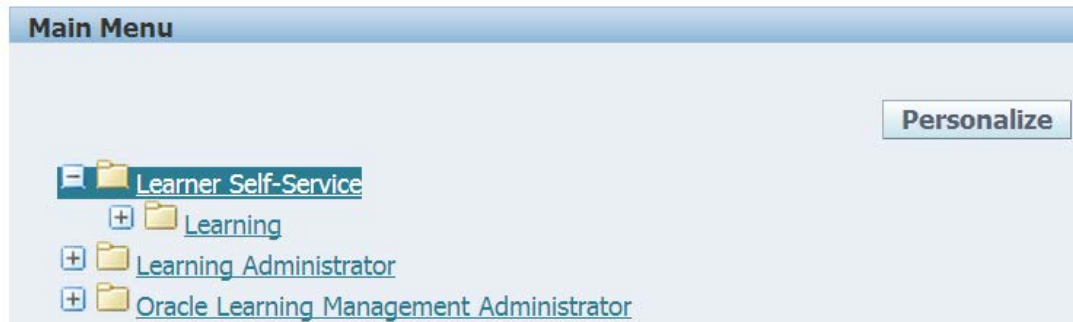
Class Name	Type	Status	Start Date	End Date	Timezone	Details
OSHS General Industry Safety (English, Self Paced Online) 11482		Requested	07-Sep-2004 00:00:00		Central Time	
Lab Safety Class - Fire		Requested	11-Sep-2013 09:00:00	11-Sep-2013 13:00:00	Eastern Time	
Emergency Procedures Lab		Requested	07-Jan-2015 00:00:00		Eastern Time	
Sales Awareness for Sales Execs Only in the US		Requested	02-Sep-2004 00:00:00		Central Time	
Effective Presentation Delivery (English, Self Paced Online) 11453		Requested	07-Sep-2004 00:00:00		Central Time	
Advanced Professional Skills (English, Self Paced Online) 24489		Requested	01-Jul-2004 00:00:00		Central Time	
Communication Skills for Leadership (English, Self Paced Online) 10376		Requested	03-Sep-2004 00:00:00		Central Time	
Sales Awareness of Corporate Governance in APAC and EMEA 9346		Requested	02-Sep-2004 00:00:00		Central Time	
Example 1 Planned Class		Waitlisted	22-Jan-2013 09:00:00	22-Jan-2013 11:00:00	Eastern Time	
Q13 Training (Planned)		Waitlisted	08-Mar-2013 00:00:00		Eastern Time	



Adding External Learning

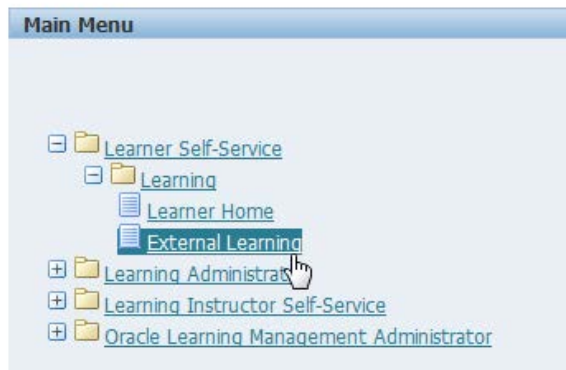
- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning* folder and choose the **External Learning** function.

Oracle Applications Home Page



- Your *External Learning* page will appear.



- Click the **Add** button.

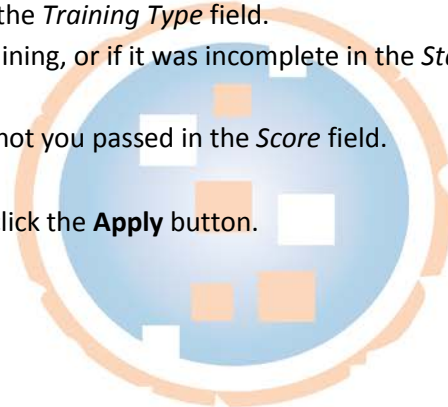
- The *Create External Learning* page will appear.

- Complete the fields as indicated below to move on.



Required fields are marked with an asterisk (*). All other fields are optional by default.

- The following fields are required:
 - Enter a title for your *External Learning* in the *Title* field. This could be the name of a class you took or a short name that will sum up the type of training you received.
 - Enter the date you completed the external learning in the *Completion Date* field.
 - Enter the name of the *Supplier* that provided the external learning.
- The following fields are optional:
 - If there is an internal course that your external learning will account for, enter it in the *Equivalent Course* field.
 - Record the number of hours spent on the training in the *Duration* field.
 - Enter the location where the training took place in the *Location* field.
 - Enter the type of training you received in the *Training Type* field.
 - Indicate whether you attended the full training, or if it was incomplete in the *Status* field.
 - If applicable, enter a score or whether or not you passed in the *Score* field.
- Once you have entered all of the desired details, click the **Apply** button.



ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Create External Learning
Please enter the details of any completed or future external learning.

Employee Name **Zglobicki, Molly** Employee Number **2125**
Organization Email Address Business Group **Vision Corporation**

* Indicates required field

* Title * Supplier
 * Completion Date Location
(example: 25-Nov-2012)
 Equivalent Course Training Type
 Duration Status
 Award Score
 Contact

Cancel Save for Later Apply

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- There will be a message confirming that your attendance in the external class has been recorded and it will be visible on your *External Learning* page.

ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Confirmation
Your attendance in the external class has been successfully recorded.

External Learning
To enter a new external class, click Add.

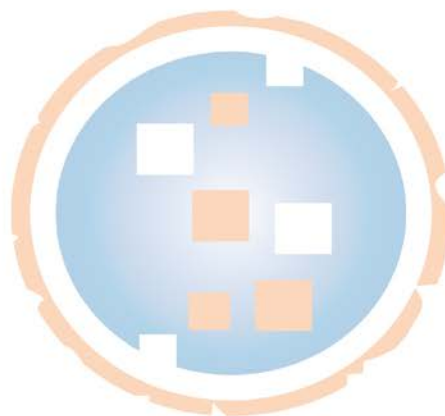
Employee Name **Zglobicki, Molly** Employee Number **2125**
Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning:

Select Title	Supplier	Completion Date
<input type="radio"/> OLM New Features Webinar	Synergy Codeworks	19-Nov-2012
<input type="radio"/> Creating Effective Marketing Materials	Online Trainings, Inc.	12-Sep-2012
<input type="radio"/> Preparing a User Guide	User Guide Pros	16-Aug-2012
<input type="radio"/> MCITP Administering Windows 7	Prometric	15-Mar-2012
<input type="radio"/> Microsoft Office Training	Del's Training	16-Mar-2009

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Updating External Learning

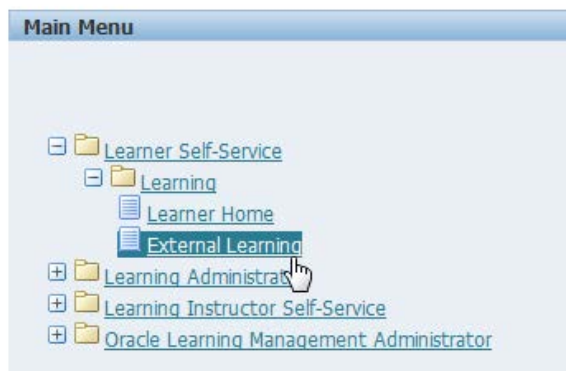
- On the *Oracle Navigator* page, expand the **Learner Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning* folder and choose the **External Learning** function.

Oracle Applications Home Page



- Your *External Learning* page will appear.



ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning

To enter a new external class, click Add.

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> OLM New Features Webinar	Synergy Codeworks	19-Nov-2012
<input type="radio"/> Creating Effective Marketing Materials	Online Trainings, Inc.	12-Sep-2012
<input type="radio"/> Preparing a User Guide	User Guide Pros	16-Aug-2012
<input type="radio"/> MCITP Administering Windows 7	Prometric	15-Mar-2012
<input type="radio"/> Microsoft Office Training	Def's Training	16-Mar-2009

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- The list of *External Learning* can be sorted in either ascending or descending order based on the *Completion Date*. Click the arrow in the **Completion Date** column header to change the sort order.

ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning

To enter a new external class, click Add.

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> OLM New Features Webinar	Synergy Codeworks	19-Nov-2012
<input type="radio"/> Creating Effective Marketing Materials	Online Trainings, Inc.	12-Sep-2012
<input type="radio"/> Preparing a User Guide	User Guide Pros	16-Aug-2012
<input type="radio"/> MCITP Administering Windows 7	Prometric	15-Mar-2012
<input type="radio"/> Microsoft Office Training	Def's Training	16-Mar-2009

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- Select the radio button for the object that you would like to update.
- Click the **Update** button.



ORACLE[®] Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning

To enter a new external class, click Add.

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: **Update** **Delete**

Select Title	Supplier	Completion Date
OLM New Features Webinar	Synergy Codeworks	19-Nov-2012
Creating Effective Marketing Materials	Online Trainings, Inc.	12-Sep-2012
Preparing a User Guide	User Guide Pros	16-Aug-2012
MCITP Administering Windows 7	Prometric	15-Mar-2012
Microsoft Office Training	Del's Training	16-Mar-2009

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- Make any needed changes to the information, and then click the **Apply** button.

ORACLE[®] Learning Management

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Update External Learning : OLM New Features Webinar

Please update external learning details where necessary.

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**

Cancel **Save for Later** **Apply**

* Indicates required field

* Title

* Completion Date (example: 25-Nov-2012)

Equivalent Course

Duration Hour(s)

Award

Contact

* Supplier

Location

Training Type

Status

Score

Cancel **Save for Later** **Apply**

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- There will be a message confirming the changes that you made.

ORACLE[®] Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Confirmation

Your attendance in the external class has been successfully updated.

External Learning

To enter a new external class, click Add.

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: **Update** **Delete**

Select Title	Supplier	Completion Date
OLM New Features Webinar	Synergy Codeworks	19-Nov-2012
Creating Effective Marketing Materials	Online Trainings, Inc.	12-Sep-2012
Preparing a User Guide	User Guide Pros	16-Aug-2012
MCITP Administering Windows 7	Prometric	15-Mar-2012
Microsoft Office Training	Del's Training	16-Mar-2009

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Deleting External Learning

- On the *Oracle Navigator* page, expand the **Learner Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning* folder and choose the **External Learning** function.

Oracle Applications Home Page



- Your *External Learning* page will appear.



ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning

To enter a new external class, click Add.

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> OLM New Features Webinar	Synergy Codeworks	19-Nov-2012
<input type="radio"/> Creating Effective Marketing Materials	Online Trainings, Inc.	12-Sep-2012
<input type="radio"/> Preparing a User Guide	User Guide Pros	16-Aug-2012
<input type="radio"/> MCITP Administering Windows 7	Prometric	15-Mar-2012
<input type="radio"/> Microsoft Office Training	Def's Training	16-Mar-2009

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- The list of *External Learning* can be sorted in either ascending or descending order based on the *Completion Date*. Click the arrow in the **Completion Date** column header to change the sort order.

ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning

To enter a new external class, click Add.

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> OLM New Features Webinar	Synergy Codeworks	19-Nov-2012
<input type="radio"/> Creating Effective Marketing Materials	Online Trainings, Inc.	12-Sep-2012
<input type="radio"/> Preparing a User Guide	User Guide Pros	16-Aug-2012
<input type="radio"/> MCITP Administering Windows 7	Prometric	15-Mar-2012
<input type="radio"/> Microsoft Office Training	Def's Training	16-Mar-2009

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- Select the radio button for the object that you would like to delete and click the **Delete** button.



ORACLE[®] Learning Management

Navigator ▼ Favorites ▼

External Learning

To enter a new external class, click Add.

Employee Name **Zglobicki, Molly**
 Organization Email Address

Select External Learning:

Select Title	Supplier
<input type="radio"/> OLM New Features Webinar	Synergy Codeworks
<input type="radio"/> Creating Effective Marketing Materials	Online Trainings, Inc.
<input type="radio"/> Preparing a User Guide	User Guide Pros
<input type="radio"/> MCITP Administering Windows 7	Prometric
<input checked="" type="radio"/> Microsoft Office Training	Del's Training

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- You will see a *Warning* message. Click the **Yes** button to confirm that you would like to delete the record.

ORACLE[®] Learning Management

Navigator ▼ Favorites ▼ Diagnostics Home Logout Preferences Personalize Page

Warning

Employee Name **Zglobicki, Molly** Employee Number **2125**
 Organization Email Address Business Group **Vision Corporation**


Do you really want to delete this record?

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- There will be a message confirming that you have deleted the external Class.

ORACLE[®] Learning Management

Navigator

 **Confirmation**

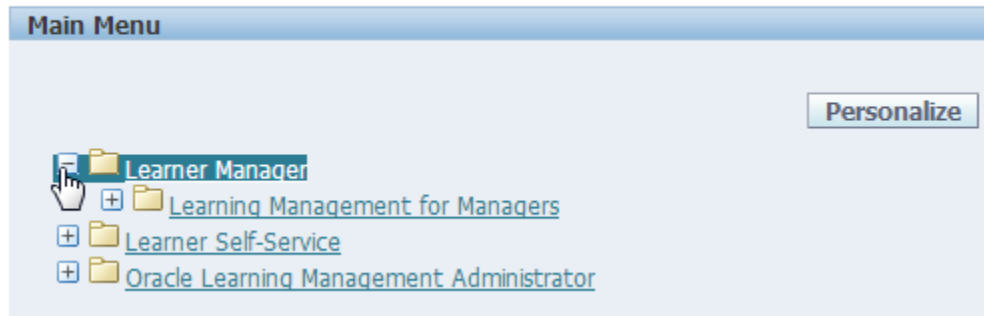
This external class record is now deleted.

Learner Manager

Browsing the Catalog

- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page

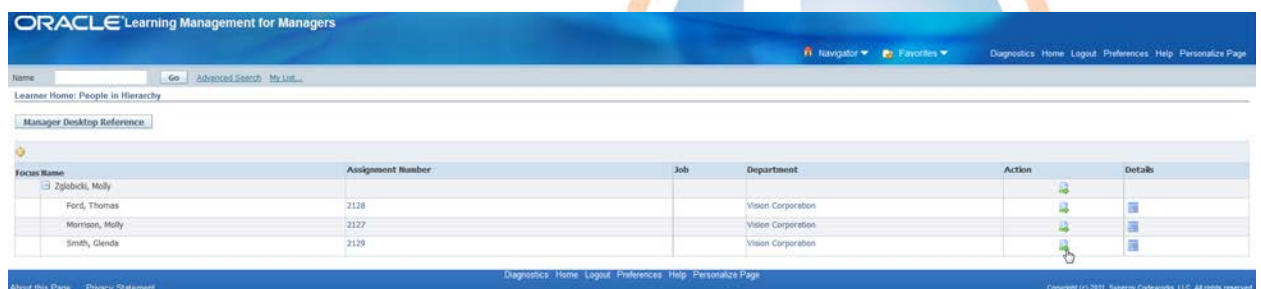


- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page



- Click the **Action** icon associated with the name of the employee you would like to browse the catalog on behalf of.



- The selected Employee's *Learner Home* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home **Course Catalog** Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Employee Name **Smith, Glenda** Employee Number **2129**
 Organization Email Address Business Group **Vision Corporation**

Learning Paths
 List of all your active Learning Paths
 Create
 Learning Path Name Learning Path Status Source Mandatory Courses Completed Start Date Due Date Completion Date Update Move to History Unsubscribe
 No results found.

Enrollments
 Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.
 Show Key Notation

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Introduction to Oracle Learning Management		Not Attempted		04-Feb-2013 00:00:00			Central Time				

Return to Tree

About this Page Privacy Statement Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics Copyright (c) 2011, Sun Microsystems, LLC. All rights reserved.

- Click the **Course Catalog** tab.
- The employee's *Browse Categories* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home **Course Catalog** Learning History

Search Course Exact Phrase Go Advanced Search

Browse Categories

Employee Name **Smith, Glenda** Employee Number **2129**
 Organization Email Address Business Group **Vision Corporation**

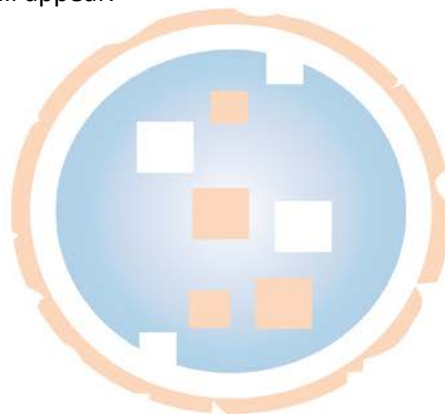
Click a category to view its associated subcategories, courses, and learning paths.

- Compliance
- Management and Professional Development
- New Employee Orientation
- Oracle Training
- Products and Services
- Professional Certifications
- Safety
- Sales Skills
- Technical Training
- Terracon
- University Hospitals
- Archive Learning

Return to Tree

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- To view available learning in a specific category, click the link pertaining to the learning you would like to view.
- The details page for the selected *Catalog* object will appear.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Course ☐ Exact Phrase [Advanced Search](#)

Safety

Employee Name **Smith, Glenda** Employee Number **2129**
 Organization Email Address Business Group **Vision Corporation**

Description

Safety requirements

Subcategories





- OSHA - Safety

Learning Paths

Learning Path Name
[OSHA Certified Safety](#)

Courses

Click on "Course" link to view details and enroll into class. "Choose Class Or Enroll" link will provide either enrollment or offering/dss page based on number of classes in the course.

	Course Name	Choose or Enroll in class	Course Code
	OSHA Certified Fire Safety		
	Planned Safety Training		

Category Forums

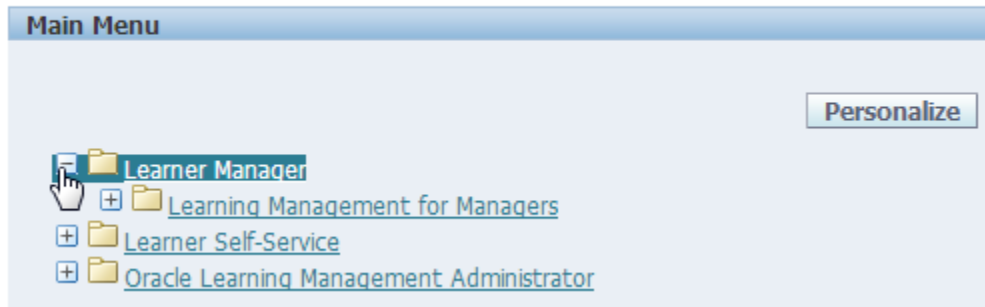
- From here, you can enroll the employee in a Class, view additional details for any listed class, or subscribe the employee to a Category Forum or Chat.



Searching the Catalog

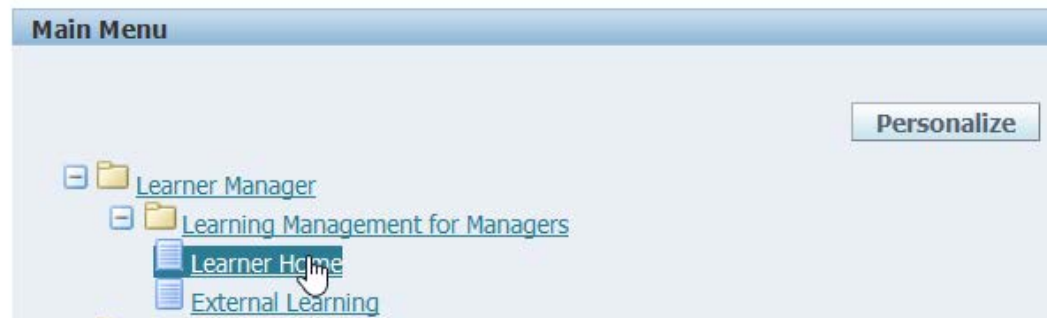
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page

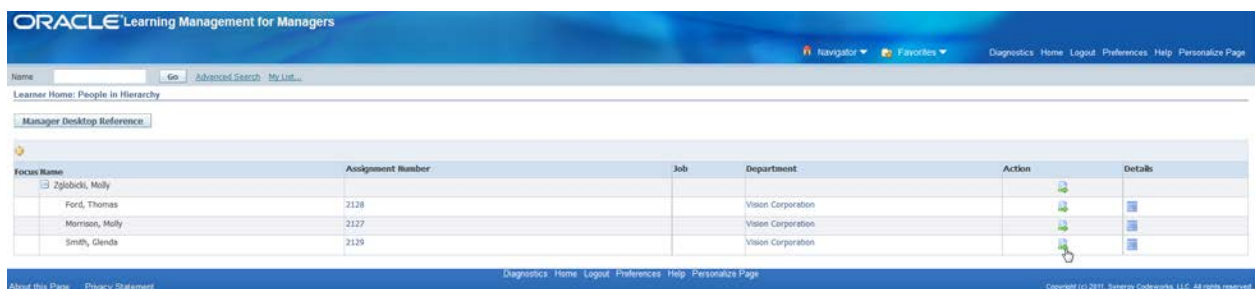


- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page



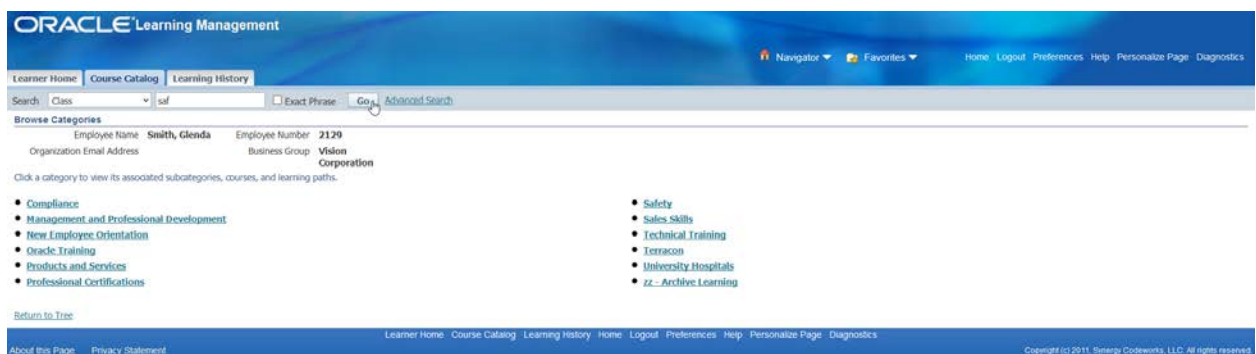
- Click the **Action** icon associated with the name of the employee you would like to search the catalog on behalf of.



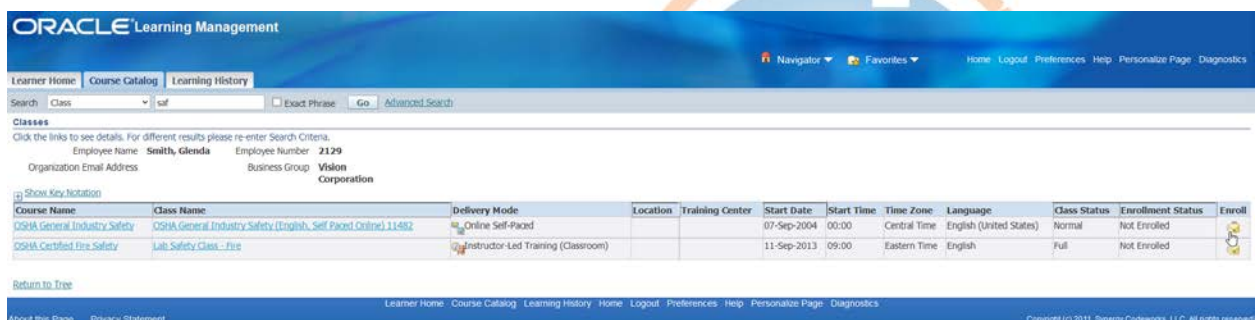
- The selected Employee's *Learner Home* page will appear.



- Click the **Course Catalog** tab.
- The employee's *Browse Categories* page will appear.
- To search for a Catalog object, select the object type from the *Search* drop-down menu. For this demonstration, we will search for a **Class**.



- Enter the name of the *Class* you are looking for, if you know it.
 - Alternately, you can enter the first few letters of the Class name to see all results matching that Search criteria.
 - You may also enter a letter or letters, followed by the % sign. Entering your search criteria in this way will return results that include all Courses and Classes whose names contain those letters, in the exact order in which you entered them.
- Click the **Go** button.
- The *Search Results* page will appear.



- From here, you can enroll the employee in a class, or view additional details for any listed Class.

Viewing Your Team's Current Learning

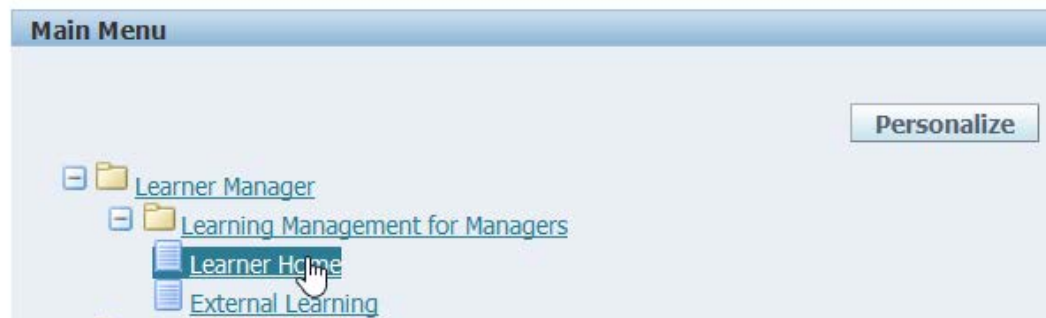
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page

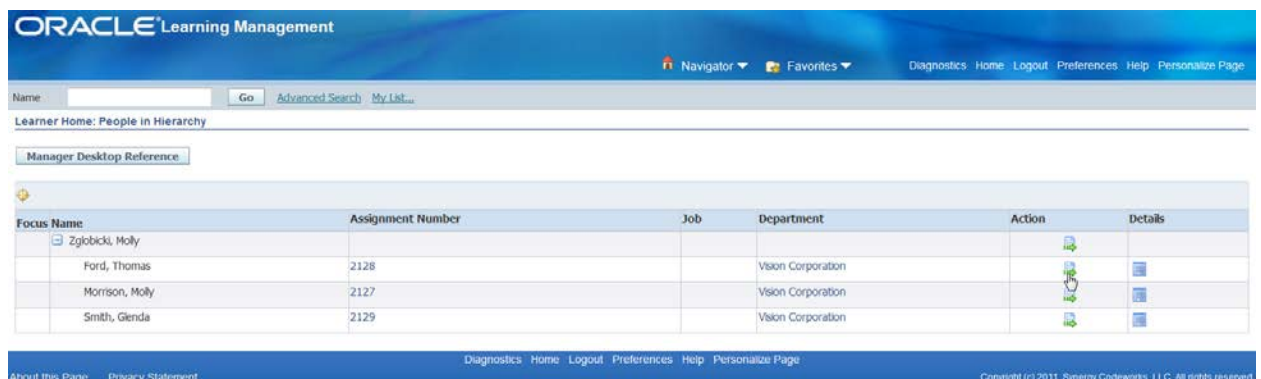


- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page



- The *Learner Home: People in Hierarchy* page appears.



- Click the **Action** icon associated with the person whose Current Learning you want to view.

- The Manager version of their *Learner Home* page, also known as their *Current Learning* page, will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Employee Name: Ford, Thomas Employee Number: 2128
Organization Email Address: Vision Corporation

Learning Certifications

List of all your active Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
OSHS Certification	Subscribed	Inactive	09-Sep-2014		09-Sep-2014			

Learning Paths

List of all your active Learning Paths

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Oracle LMS Administration Certification	Active	Manager	0 of 2	29-Nov-2012	31-Jan-2013				
Safety 101	Active	Learner	0 of 1	09-Sep-2013	31-Dec-2013				
OSHA Certified Safety	Active	Administrator	0 of 2	07-Jan-2013					

Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

Show Key Notation

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Office Management Basics 141323		Completed		20-May-2013 00:00:00		20-May-2013 11:54:45	Central Time				
OSHA Certified Fire Safety - In Office Training		Not Attempted		07-Mar-2013 23:00:00			Central Time				
Self-Paced Online Training 141325		Incomplete		24-May-2013 00:00:00			Central Time				
Communication Skills for Leadership (English, Self Paced Online) 10376		Not Attempted		03-Sep-2004 00:00:00			Central Time				
Advanced Professional Skills (English, Self Paced Online) 24489		Not Attempted		01-Jul-2004 00:00:00			Central Time				

Return to Tree

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

- To return to the *Learner Home: People in Hierarchy* page, click the **Return to Tree** link at the bottom of the page.

Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

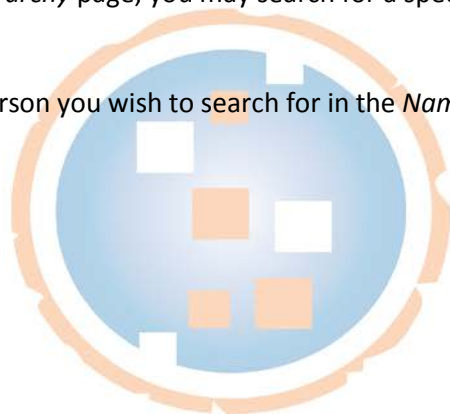
Show Key Notation

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Office Management Basics 141323		Completed		20-May-2013 00:00:00		20-May-2013 11:54:45	Central Time				
OSHA Certified Fire Safety - In Office Training		Not Attempted		07-Mar-2013 23:00:00			Central Time				
Self-Paced Online Training 141325		Incomplete		24-May-2013 00:00:00			Central Time				
Communication Skills for Leadership (English, Self Paced Online) 10376		Not Attempted		03-Sep-2004 00:00:00			Central Time				
Advanced Professional Skills (English, Self Paced Online) 24489		Not Attempted		01-Jul-2004 00:00:00			Central Time				

Return to Tree

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

- Alternately, from the *Learner Home: People in Hierarchy* page, you may search for a specific individual.
- At the top of the screen, enter the name of the person you wish to search for in the *Name* field and click the **Go** button.



ORACLE Learning Management

Navigator Favorites

Name Go Advanced Search My List...

Learner Home: People in Hierarchy

Manager Desktop Reference

Focus Name	Assignment Number	Job	Department
<input type="checkbox"/> Zglobicki, Molly			
<input type="checkbox"/> Ford, Thomas	2128		Vision Corporation
<input type="checkbox"/> Morrison, Molly	2127		Vision Corporation
<input type="checkbox"/> Smith, Glenda	2129		Vision Corporation

Diagnostics Home Logout Preferences Help Personalize Page

About this Page Privacy Statement

- The search results will be shown, and you can click the **Action** icon to view their *Current Learning* page.

ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Help Personalize Page

Name Go Advanced Search My List...

Learner Home: People in Hierarchy >

Learner Home: People

Manager Desktop Reference

Select Person: Add to My List

Select All Select None

Select Name	Assignment Number	Job	Department	Action
<input type="checkbox"/> Hobart, John	2110	ENR400.Engineer	Vision Corporation	

- The Learner Manager version of their *Learner Home* page will be shown.

ORACLE Learning Management

Navigator Favorites Home Logout

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Employee Name **Hobart, John** Employee Number **2110**
Organization Email Address Business Group **Vision Corporation**

Learning Paths

List of all your active Learning Paths

Create

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
New Hire Orientation Learning Path for 2013	Active	Administrator 0 of 3		01-Jan-2013	05-Oct-2013				
Animal Care Learning Path	Active	Administrator		01-Jan-1990					

Announcements

- New Management Training Learning Path Available

Browse Catalog

- Compliance
- Management and Professional De...

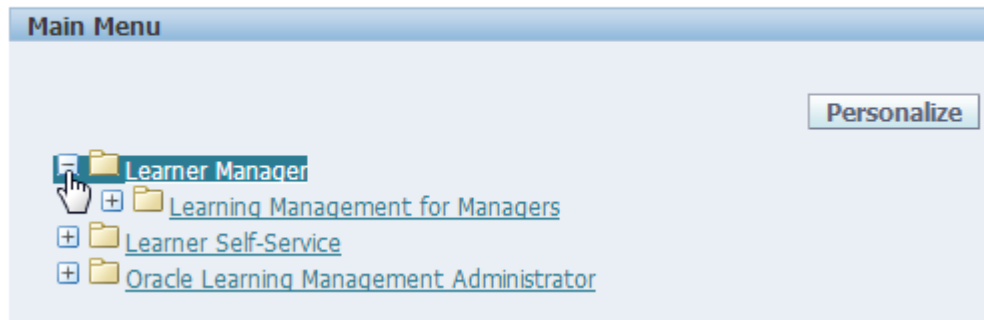
- Click the **Return to Tree** link at the bottom of the page to be returned to the *Learner Home: People in Hierarchy* page.



Viewing Your Team's Learning History

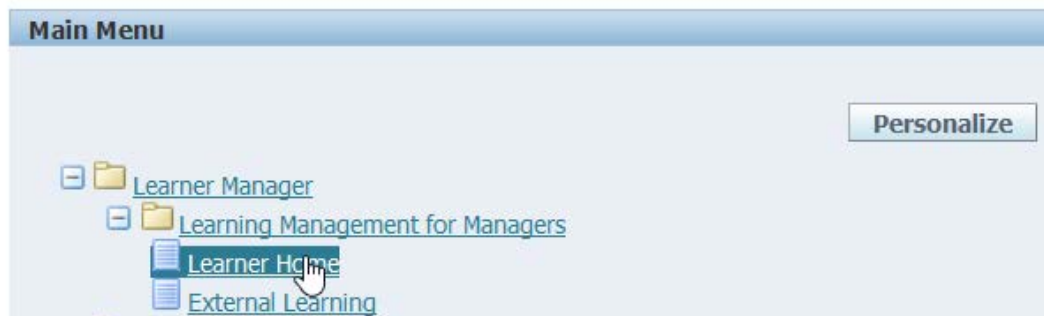
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page

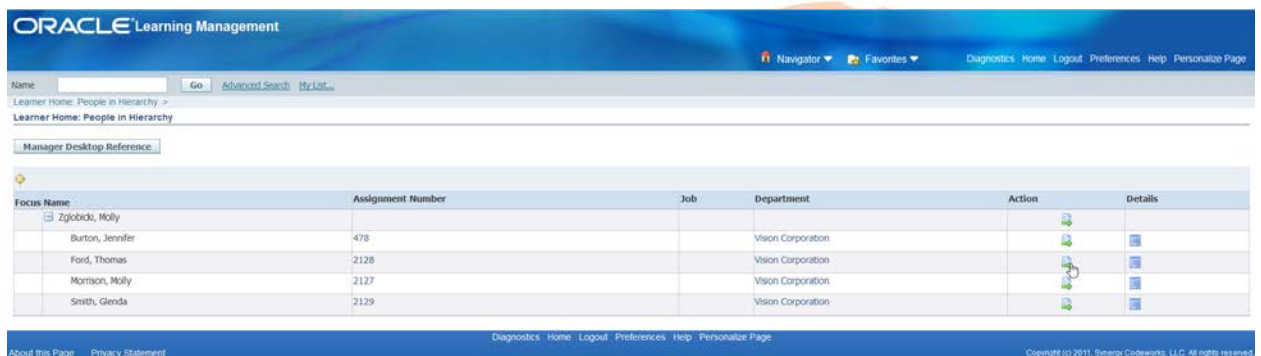


- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page



- Click the Action icon associated with the person whose Learning History you want to view.



- The Manager version of their *Current Learning* page will appear.
- Click the **Learning History** tab.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Learning Certifications Announcements

- The selected person's *Learning History* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Learning History

Use this page to view your completed, cancelled, and expired learning.

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Learning Certifications

Certification Name	Certification Status	Progress	Due Date -	Last Completed	Renew Date
Grade Applications Technical Certification	Unsubscribed	Cancelled	07-Jan-2014		07-Jan-2014
CPR Certification	Unsubscribed	Cancelled	23-Apr-2014		23-Apr-2014

Learning Paths

Name	Source	Subscription Status	Completion Target	Completion Date -
Retail Store Manager Learning Path	Catalog	Cancelled	08-Sep-2014	
Advanced Professional Skills	Manager	Cancelled		

Enrollments

Class Name	Type	Status	Item In	Start Date	End Date	Completion Date -	Time Zone	Play	Evaluate or Sign
Office Management Basics 141223		Completed		20-May-2013 00:00:00		20-May-2013 11:54:45	Central Time		
Introduction to Oracle Learning Management		Cancelled		04-Feb-2013 00:00:00			Central Time		

External Learning

Course Name	Provider	Completion Date	Status	Equivalent Course	Training Center	Type
Effective Interviewing Techniques	Smith Management Training Institute	16-Aug-2012				
Technical Writing III	NE College	14-Jan-2013				

- Click the **Plus (+) sign** to expand each section and view its details. Each section provides at-a-glance information for details that are commonly needed, such as status or due date, etc.
- For further details on any listed Learning Object, simply click on the link for its **Name**. For this demonstration, we have chosen to click on an *Enrollment* class name.
- The *Class' details* page will be displayed.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Class: Office Management Basics 141223

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Course Name Business Planning 101 Language English
Delivery Mode Online Self-Paced Status Normal
Class Start Date 20-May-2013 Enrollment End Date
Enrollment Start Date 20-May-2013 00:00:00 Price
Duration Time Zone Central Time

Class Resource Bookings

Name	Type	Start Date	Start Time	End Date	End Time	Time Zone	Status	Primary Venue	Quantity
Molly Zglobicki	Trainer	20-May-2013	00:00	24-May-2013	00:00	Central Time	Confirmed	N	1

Course Prerequisites

Course Name	Prerequisite Type	Completed Status
No results found.		

Competency Prerequisites

- To view the member's external learning, expand the *External Learning* section.

External Learning						
Course Name	Provider	Completion Date	Status	Equivalent Course	Training Center	Type
Effective Interviewing Techniques	Smith Management Training Institute	16-Aug-2012				
Technical Writing III	NE College	14-Jan-2013				

[Return to Tree](#)

[Learner Home](#) [Course Catalog](#) [Learning History](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)

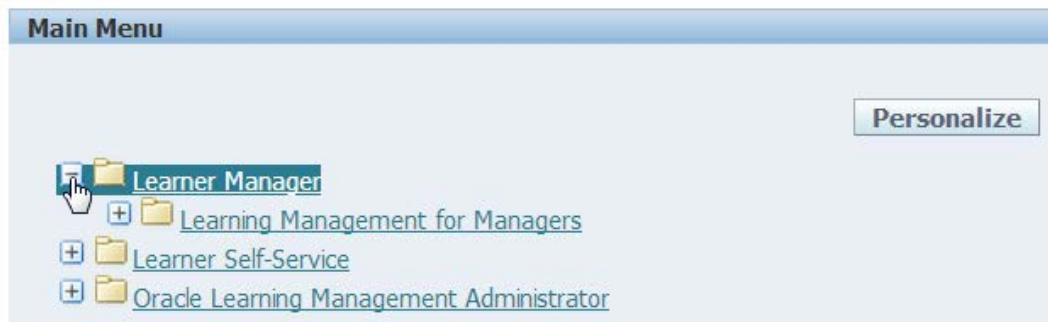
- Each external course and its provider, as well the completion date, will be visible.
- To return to the **Learner Home** page, click the *Return to Tree* link at the bottom left hand side of the page.



Enrolling an Employee in a Class

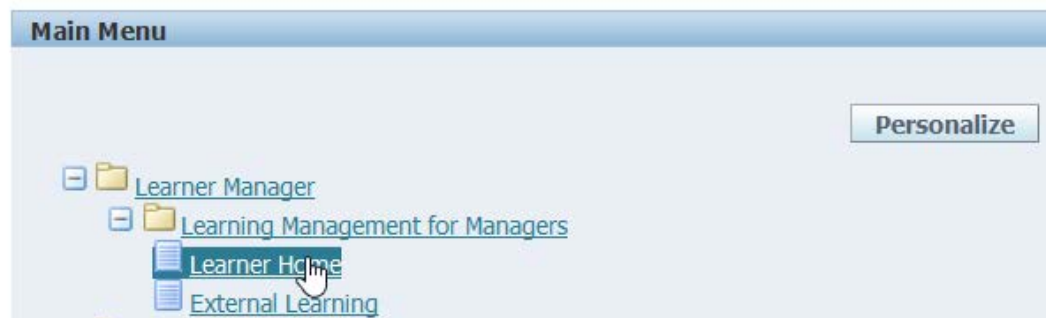
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page

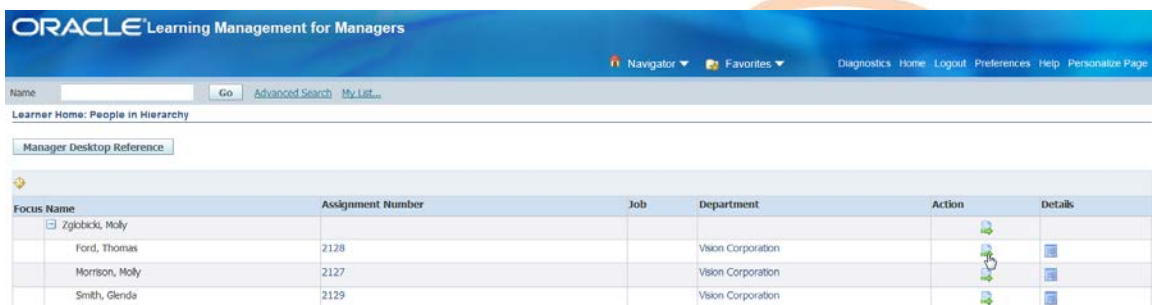


- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

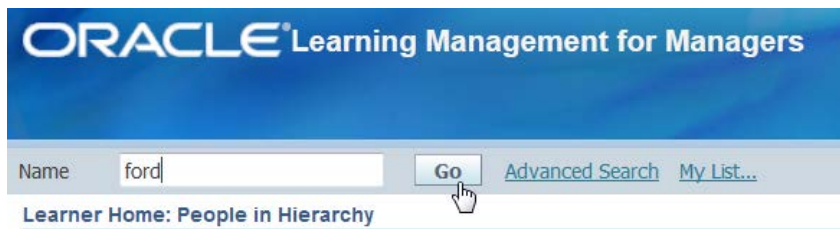
Oracle Applications Home Page



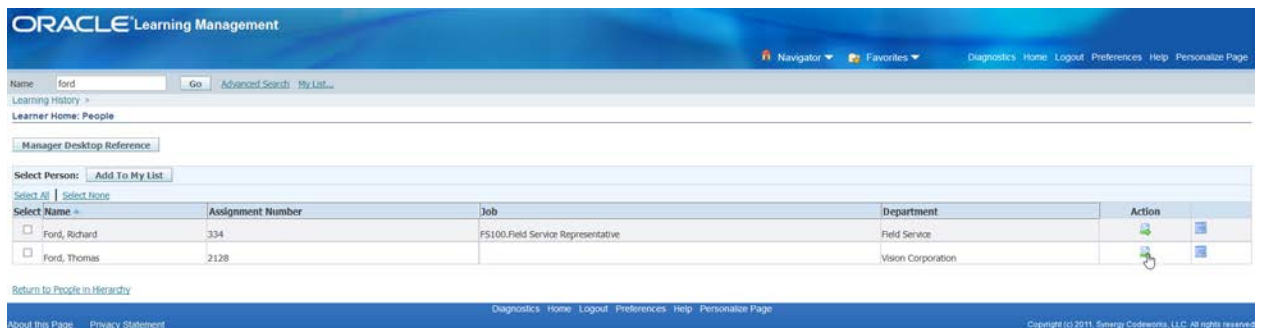
- The *Learner Home: People in Hierarchy* page will appear.



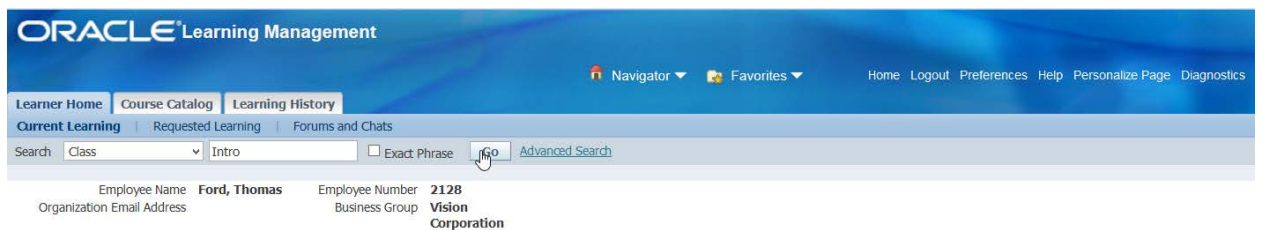
- If available, click the **Action** icon associated with the Learner.
 - Alternately, enter the last name of the learner in the *Name* field and click the **Go** button.



- Click the **Action** icon associated with the Learner.



- The Manager version of the selected Learner's *Learner Home* page will appear.
- Choose the appropriate *Learning Object* type from the *Search* dropdown menu. For this demonstration, we will choose to search for a **Class**.



- Enter the class name, or a relevant keyword, in the *Search* field and click the **Go** button.



If you do not know the name of the Class you are looking for, start your search by entering the letter, "a," in the field. This will return all results for any class beginning with a letter.

- The *Classes* page will appear, listing your search results.
- Click the **Enroll** icon for the desired class.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search: Class Intro ☐ Exact Phrase Go Advanced Search

Classes

Click the links to see details. For different results please re-enter Search Criteria.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Show Key Notation

Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
01 - Introduction to Animal Care	Introduction to Animal Care Workbook	Offline Self-Study			01-Jan-1990	00:00	Eastern Time	English	Normal	Not Enrolled	
11110 Technology Stack Product Introduction	11110 Technology Stack Product Introduction (English, Self Pace Online) 7332	Online Self-Paced			01-Sep-2004	00:00	Central Time	English (United States)	Normal	Not Enrolled	

[Return to Tree](#)

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- The *Enroll* page will appear.
- If necessary, enter an *Enrollment Justification*.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search: Class Intro ☐ Exact Phrase Go Advanced Search

Enroll: 11110 Technology Stack Product Introduction (English, Self Pace Online) 7332

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Show Key Notation

Class Summary

Delivery Mode **Online Self-Paced**
 Course Name **11110 Technology Stack Product Introduction**
 Class Name **11110 Technology Stack Product Introduction (English, Self Pace Online) 7332**
 Language **English (United States)**
 Price **100.00 USD**

Enrollment Details

Enrollment Justification:

[Return to Tree](#)

[Cancel](#) [Review](#)

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click either the **Review** or **Apply** button. For this demonstration, we will use a Class that requires approval, so we click **Review**.



Enrollments that require approval will display the **Review** button and forward the request to the approver. Enrollments that do not require approval will display the **Apply** button.

- Because this particular Class does not requires approval, the *Review* page will appear next. If this class did not require approval, a *confirmation* message would appear and you would be returned to the *Current Learning* page.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Review

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Use this page to review your changes. Click Submit to approve the action or Back to continue working on this action.

[Back](#) [Submit](#)

Enrollment Details	
	Proposed
Course Name	11110 Technology Stack Product Introduction
Class Name	11110 Technology Stack Product Introduction (English, Self Pace Online) 7332
Delivery Mode	Online Self-Paced
Language	English (United States)
Price	100.00 USD
Cost Center	
Special Instructions	
Enrollment Justification	Identified in development plan for future role.
Comments	
Hotel Required	

Comments to Approver

- Ensure that all information is correct on the *Review* page, enter any comments you may have for the approver, and click the **Submit** button.
- You will see a confirmation message indicating that the enrollment request has been submitted for approval.


ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course ☐ Exact Phrase [Go](#) [Advanced Search](#)

 **Confirmation**

Your request to enroll in the class 11110 Technology Stack Product Introduction (English, Self Pace Online) 7332 has been submitted for manager approval. You can monitor your enrollment status from the Requested Learning tab on the Learner Home page.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**



Approving or Rejecting an Enrollment Request

- Log into the system.
- Enrollment requests will be shown in the *My Worklist* section of the *Oracle Applications Home* page as shown below.

Oracle Applications Home Page

Main Menu: Learner Manager

My Worklist

From	Type	Subject	Sent	Due
Ford, Thomas	HR	Class enrollment for Ford, Thomas	02-May-2013	02-May-2014
SYSADMIN SYSADMIN OTA Workflow		You have been booked for a class or session	30-Apr-2013	
SYSADMIN SYSADMIN OTA Workflow		You have been booked for a class or session	30-Apr-2013	

Full List

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

- Click the link in the *Subject* column that is associated with the enrollment request that you wish to work with.
- If desired, enter a **Note** in the *Response* section.
- Click the appropriate button. For this demonstration, we wish to approve the request so we have illustrated clicking the **Approve** button.

Oracle Applications Home Page > Class enrollment for Ford, Thomas

From: Ford, Thomas
To: Zglobicki, Molly
Sent: 02-May-2013 15:02:33
Due: 02-May-2014 15:02:33
ID: 5027548

Enrollment Details

Proposed

Course Name: Business Planning 101
Class Name: Office Management Essentials
Start Date: 05-JUN-2013 09:00
End Date: 05-JUN-2013 12:00
Time Zone: Eastern Time
Delivery Mode: Instructor Led Training (Classroom)
Training Center: Boston
Language: English
Cost Center: Special Instructions: Essential or mandatory requirement for current role.
Enrollment Justification: Essential or mandatory requirement for current role.
Comments:

Action History

Sequence	Name	Action	Date	Notes
1	Ford, Thomas	Submit	02-May-2013	I look forward to taking this class to improve my management skills. Thank you.
2	Zglobicki, Molly	Pending	02-May-2013	

Related Applications

Response

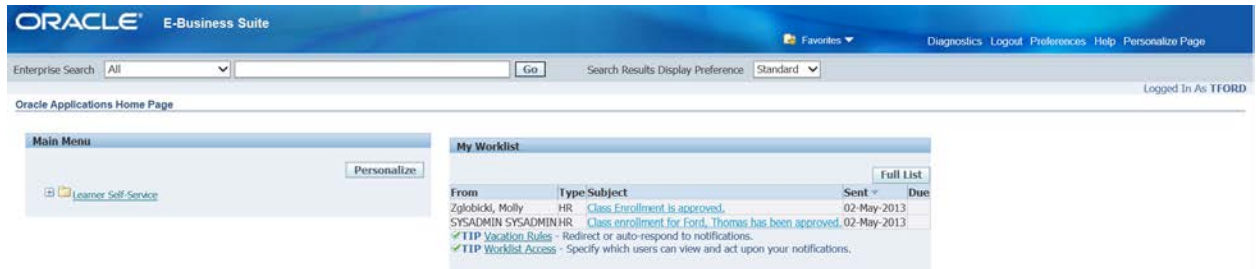
Note

Return to Worklist

Approve Reject Reassign Request Information

- The browser's timer icon may appear briefly, as the changes are applied to the system. You will not be presented with a confirmation message, and the *Oracle Applications Home* page will reappear.

- When the learner next logs into the system, they will see a notification that their enrollment has been approved, as shown below.



Using the same basic steps as outlined above, you may also *Reject* or *Reassign* an enrollment request. You may also *Request Information* from the learner about the enrollment request.

Unenrolling an Employee from a Class

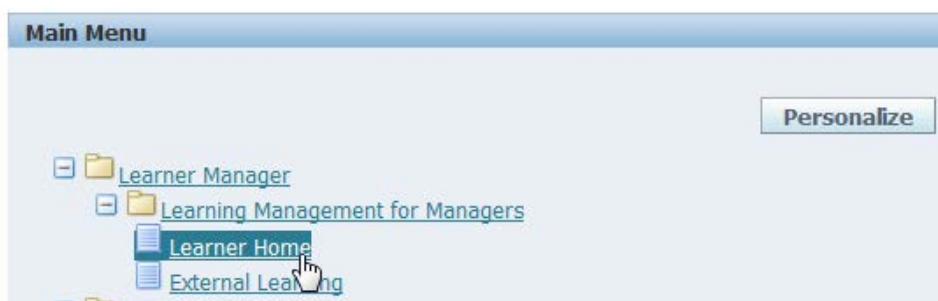
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page



- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page



- The *Learner Home* page will appear, displaying all of the Learners in your hierarchy.

Focus Name	Assignment Number	Job	Department	Action	Details
<input type="checkbox"/> Zglobicki, Moly					
Ford, Thomas	2128		Vision Corporation		
Morrison, Moly	2127		Vision Corporation		
Smith, Glenda	2129		Vision Corporation		

- Click the **Action** icon associated with the Learner that you would like to unenroll from a Class.
 - Alternately, if the Learner is not listed, enter their last name in the *Name* field and click the **Go** button.
 - A list of people matching the *Name* you entered will appear.
 - Click the **Action** icon for the appropriate person.
- The *Learner Manager* version of that person's *Learner Home* page will appear.
- Locate the Class that you would like to unenroll the Learner from in the *Enrollments* section of the page.
- Click the **Unenroll** icon associated with the Class.

Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll Sign	Evaluate or Sign
OSHA Certified Fire Safety - In Office Training		Not Attempted		07-Mar-2013 23:00:00			Central Time				
Self-Paced Online Training 141325		Incomplete		24-May-2013 00:00:00			Central				

- Alternately, you can locate the Class using the *Search* function.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

- Select **Class** from the *Search* drop down menu, and enter the full or partial name of the Class in the text field.

- Click the **Go** button.
- The *Classes* page will appear and display your search results.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search: Class OSHA Certi ☐ Exact Phrase Go Advanced Search

Classes

Click the links to see details. For different results please re-enter Search Criteria.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Show Key Notation

Course Name	Class Name	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
OSHA Certified Fire Safety	OSHA Certified Fire Safety - In Office Training	Online Self-Paced			07-Mar-2013	23:00	Central Time	English	Normal	Enrolled	

Return to Tree

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click on the desired **Class Name**.
- The Class' *details* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search: Class OSHA Certi ☐ Exact Phrase Go Advanced Search

Class: OSHA Certified Fire Safety - In Office Training

Use this page to view the class details, and enroll or unenroll.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Course Name **OSHA Certified Fire Safety** Language **English**

Unenroll

- The *Unenroll* page for the selected Class will appear.
- Select an appropriate status from the *New Status* drop down menu.
- If necessary, select an appropriate reason from the *Reason* drop down menu.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search: Class OSHA Certi ☐ Exact Phrase Go Advanced Search

Unenroll: OSHA Certified Fire Safety - In Office Training

Use this page to cancel your enrollment in this class.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Enrollment Number **66997**
 Current Enrollment Status **Enrolled**
 * New Status **Cancelled**
 Reason

Return to Tree

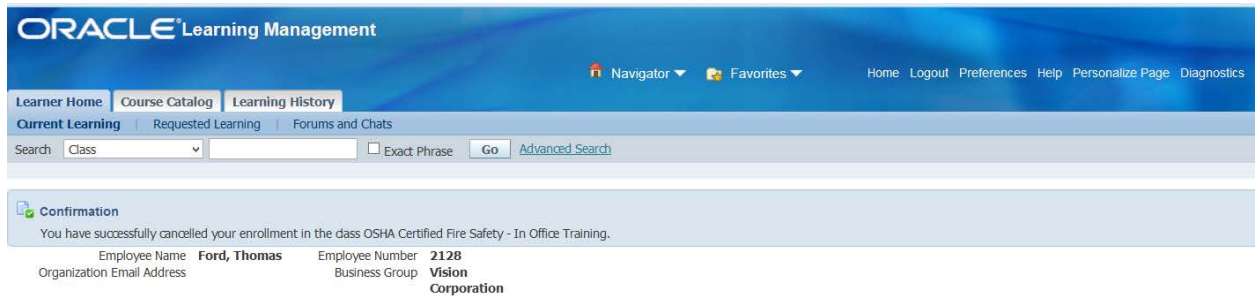
Back Finish

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click the **Finish** button.

- A *Confirmation* message will appear, indicating that the employee has been successfully unenrolled, and you will be returned to the Manager's version of their *Learner Home* page.



Subscribing an Employee to a Learning Path

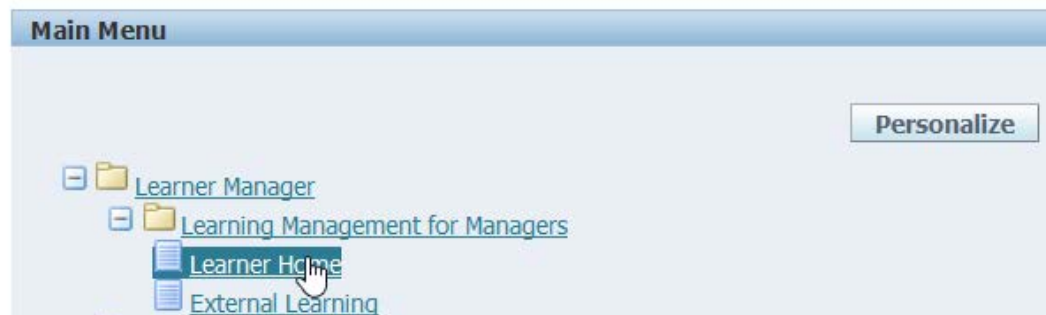
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page



- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page



- The *Learner Home* page will appear, displaying all Learners in your hierarchy.

ORACLE[®] Learning Management for Managers

Navigator Favorites Diagnostics Home Logout Preferences Help Personalize Page

Name Go Advanced Search My List...

Learner Home: People in Hierarchy

Manager Desktop Reference

Focus Name	Assignment Number	Job	Department	Action	Details
<input type="checkbox"/> Zglobicki, Moly					
Ford, Thomas	2128		Vision Corporation		
Morrison, Moly	2127		Vision Corporation		
Smith, Glenda	2129		Vision Corporation		

- Click the **Action** icon associated with the Learner that you would like to subscribe to a Learning Path.
 - Alternatively, if the Learner is not listed, enter their last name in the *Name* field and click the **Go** button.
 - A list of people matching the *Name* you entered will appear.
 - Click the **Action** icon for the appropriate person.
- The *Learner Manager* version of that person's *Learner Home* page will appear.
- Choose **Learning Path** from the *Search* dropdown menu.

ORACLE[®] Learning Management

Navigator Favorites Home Logout Preferences

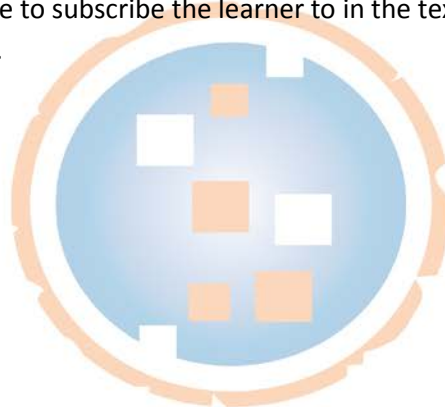
Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Learning Path New Hire Orientation ☐ Exact Phrase Advanced Search

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

- Enter the name of the Learning Path you would like to subscribe the learner to in the text section of the *Search* field and click the **Go** button.
- Click the **Name** of the desired Learning Path.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Learning Path New Hire Orientation Exact Phrase Go Advanced Search

Learning Paths

Click the links to see details. For different results please re-enter Search Criteria.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Name

[New Hire Orientation Learning Path for 2013](#)

[Return to Tree](#)

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- The selected Learning Path's *details* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Learning Path New Hire Orientation Exact Phrase Go Advanced Search

Learning Path: New Hire Orientation Learning Path for 2013

Select an individual section to view the courses that the section contains. Click a course name to view the course details.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Completion Target **45 Day(s)**

Description

This program is meant to help new employees when they begin working at Vision Corporation.

[Subscribe](#)

- Click the **Subscribe** button.
- A *confirmation* message will appear, indicating that the employee has been successfully subscribed to the Learning Path.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Learning Path New Hire Orientation Exact Phrase Go Advanced Search

Learner Home: Current Learning > Learning Paths >

Confirmation

You have successfully subscribed to the learning path New Hire Orientation Learning Path for 2013.

Learning Path: New Hire Orientation Learning Path for 2013

Select the learning path classes that you want to enroll in.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

[Show Key Notation](#)

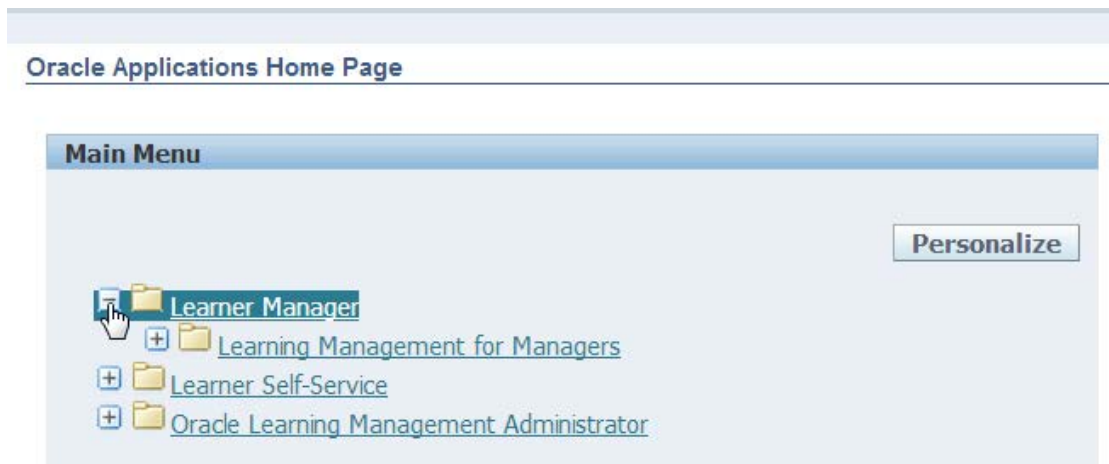
[Cancel](#) [Enroll](#)



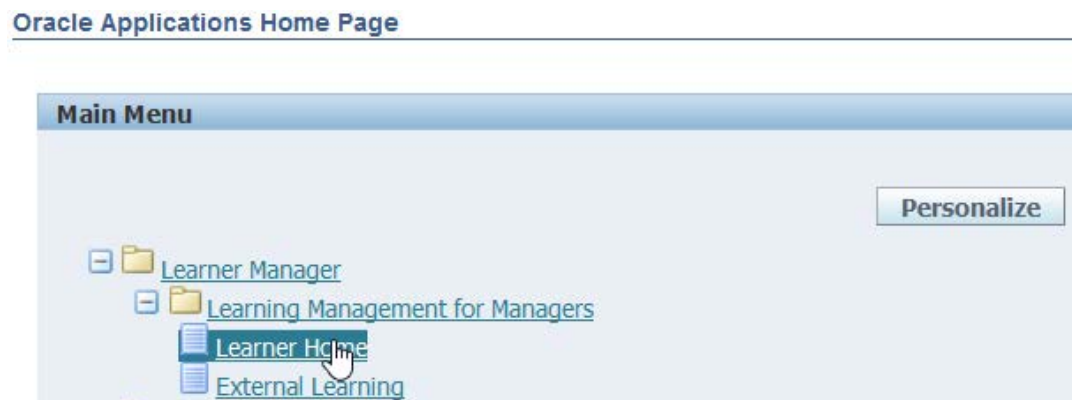
Subscribing an employee to a Learning Path does not automatically enroll them in its required courses. This may be done by the Learner Manager or by the employee after they've been subscribed to the Learning Path.

Creating a Learning Path for an Employee

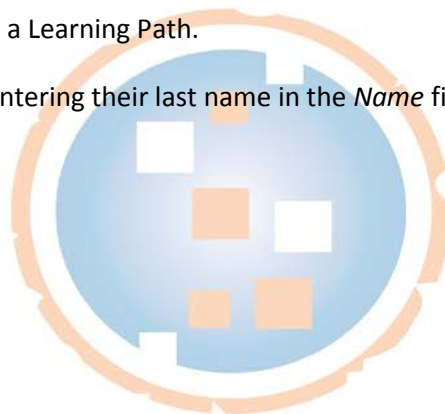
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.



- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.



- The *Learner Home: People in Hierarchy* page will be shown.
- Locate the employee for whom you wish to create a Learning Path.
 - If necessary, search for the employee by entering their last name in the *Name* field and clicking the **Go** button.



ORACLE Learning Management for Managers

Navigator Favorites Diagnostics Home Logout Preferences Help Personalize Page

Name Go Advanced Search My List...

Learner Home: People in Hierarchy

Manager Desktop Reference

Focus Name	Assignment Number	Job	Department	Action	Details
<input type="checkbox"/> Zglobicki, Moly					
Ford, Thomas	2128		Vision Corporation		
Morrison, Moly	2127		Vision Corporation		
Smith, Glenda	2129		Vision Corporation		

- Click the **Action** icon for the employee.
- The *Learner Manager* version of the selected employee's *Learner Home* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Learning Certifications
 List of all your active Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
CEBS Certification	Subscribed	Inactive	09-Sep-2014		09-Sep-2014			

Announcements
 • [New Management Training Learning Path Available!](#)

Browse Catalog
 • [Compliance](#)
 • [Management and Professional De...](#)
 • [New Employee Orientation](#)
 • [Orade Training](#)
 • [Products and Services](#)
 • [Professional Certifications](#)
 • [Safety](#)
 • [Sales Skills](#)

Learning Paths
 List of all your active Learning Paths

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
--------------------	----------------------	--------	-----------------------------	------------	----------	-----------------	--------	-----------------	-------------

- In the *Learning Paths* section, click the **Create** button.
- The *Create Learning Path: Enter Learning Path Properties* page will appear.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Create Learning Path: Enter Learning Path Properties

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

* Indicates required field

* Name Custom Safety Training Learning Path

Description

Source Manager

Completion Target 10-Jan-2014
(example: 27-Aug-2013)

Notification before Target 30 Day(s)
Sends notifications x number of days before target completion date

Return to Tree Cancel Step 1 of 3 Next

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Enter the name of the Learning Path in the *Name* field. If necessary, also enter the following:
 - Add a description, if desired, in the *Description* field.
 - Enter the date you want the employee to finish the Learning Path by in the *Completion Target* field.
 - In the *Notification before Target* field, enter the number of days in advance that you would like to notify the employee before the Completion Target date.
- Click the **Next** button.
- The *Select Courses* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Create Learning Path: Select Courses

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Add Courses

Course Name	Course Code	Status	Remove
No search conducted.			

Return to Tree Cancel Back Step 2 of 3 Next

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click the **Add Courses** button.
- The *Add Courses* page is shown.
- In the *Search* field, enter the full or partial name of the Course, or an associated keyword, and click the **Go** button.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Select Courses: Add Courses

Enter a partial course name or keyword, then click Go.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Search

Select Course Name	Course Code	Enrollment Status
No search conducted.		

[Return to Tree](#)

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- A list of available courses will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Select Courses: Add Courses

Enter a partial course name or keyword, then click Go.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Search

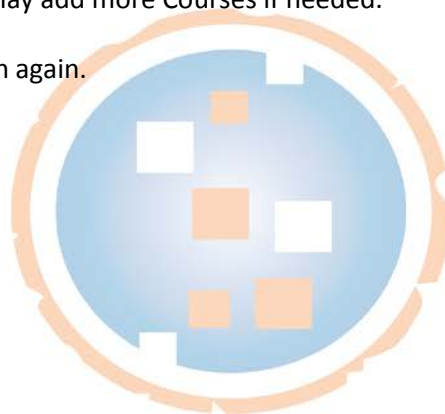
[Select All](#) | [Select None](#)

Select Course Name	Course Code	Enrollment Status
<input type="checkbox"/> OSHA General Industry Safety		Enrolled
<input type="checkbox"/> OSHA Certified Fire Safety		Enrolled
<input checked="" type="checkbox"/> OSHA Certified - General Safety		Not enrolled
<input checked="" type="checkbox"/> Planned Safety Training		Not enrolled

[Return to Tree](#)

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- Select the course(s) you would like to add, and click the **Apply** button.
- The selected Courses will now be listed, and you may add more Courses if needed.
- To add more courses, click the **Add Courses** button again.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Create Learning Path: Select Courses

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Cancel Back Step 2 of 3 Next

Add Courses

Course Name	Course Code	Status	Remove
OSHA Certified - General Safety		Not Enrolled	
Planned Safety Training		Not Enrolled	

Return to Tree Cancel Back Step 2 of 3 Next

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- In this scenario, we want to add a Course that did not come up in our initial search. The Course name contains the word, "customers," and we have located and selected it, as shown below.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Select Courses: Add Courses

Enter a partial course name or keyword, then click Go.

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Cancel Apply

Search: customers Go

Select All Select None

Select Course Name	Course Code	Enrollment Status
<input checked="" type="checkbox"/> Customers, Conflict and Confrontation		Not enrolled
<input type="checkbox"/> Discovering What Your Customers Want		Not enrolled

Return to Tree Cancel Apply

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- The newly-selected Course will be listed.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Create Learning Path: Select Courses

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Cancel Back Step 2 of 3 Next

Add Courses

Course Name	Course Code	Status	Remove
OSHA Certified - General Safety		Not Enrolled	
Planned Safety Training		Not Enrolled	
Customers, Conflict and Confrontation		Not Enrolled	

Return to Tree Cancel Back Step 2 of 3 Next

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Once you have added all of the desired courses to the Learning Path, click the **Next** button.
- The *Enter Target Dates* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Enter Learning Path Properties Select Courses Enter Target Dates

Create Learning Path: Enter Target Dates

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Course Name	Completion Target	Notification before Target (Days)	Status	Remove
OSHA Certified - General Safety	31-Oct-2013	15	Not Enrolled	
Planned Safety Training	22-Nov-2013	15	Not Enrolled	
Customers, Conflict and Confrontation	31-Dec-2013	15	Not Enrolled	

Return to Tree Cancel Back Step 3 of 3 Submit

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- If there is a specific date you would like the employee to complete a course by, enter it in the *Completion Target* field.
- Enter an appropriate number of days in the *Notification before Target (Days)* field(s), and click the **Submit** button.
- A confirmation message will appear, indicating that the *Learning Path* has been successfully created.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Confirmation

You have successfully created the learning path Custom Safety Training Learning Path. To enroll in a course, click the learning path name on your home page and find offerings for the relevant course.

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

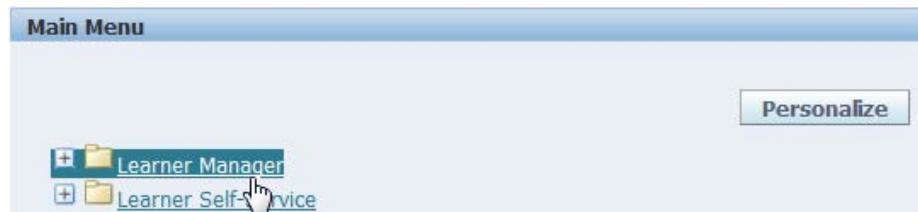


Keep in mind that creating a Learning Path for an employee does not enroll them in any of its component Classes. The Learner must also be enrolled in all of the Learning Path's requisite Classes.

Subscribing an Employee to a Learning Certification

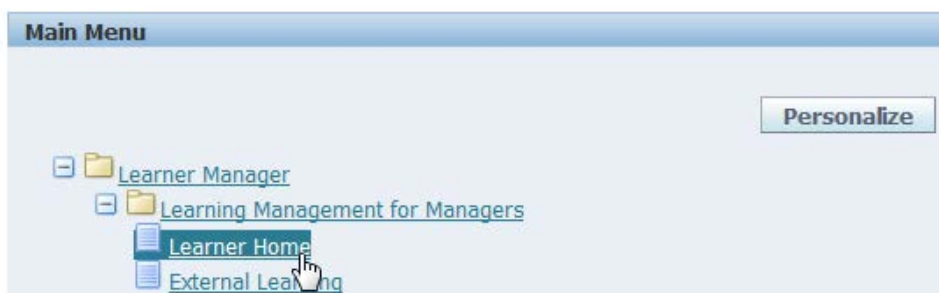
- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page

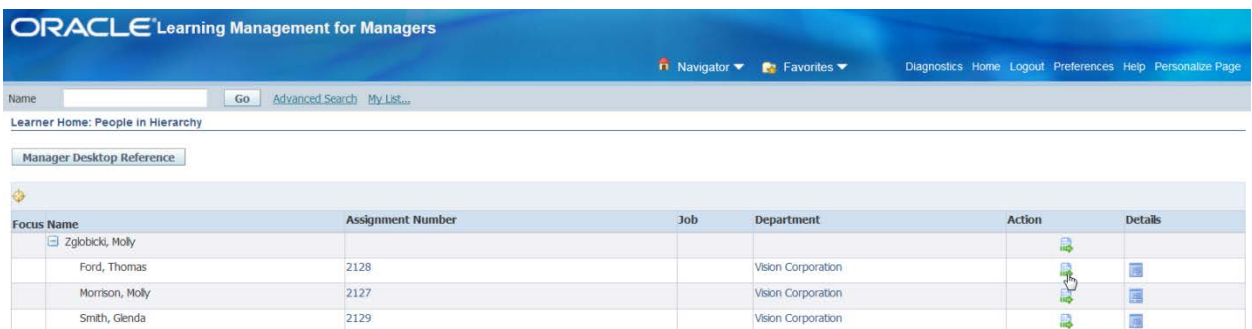


- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page



- The *Learner Home* page will appear, displaying all Learners in your hierarchy.



Focus Name	Assignment Number	Job	Department	Action	Details
<input checked="" type="checkbox"/> Zglobicki, Moly					
Ford, Thomas	2128		Vision Corporation		
Morrison, Moly	2127		Vision Corporation		
Smith, Glenda	2129		Vision Corporation		

- Click the **Action** icon associated with the Learner that you would like to subscribe to a Learning Path.
 - Alternatively, if the Learner is not listed, enter their last name in the *Name* field and click the **Go** button.
 - A list of people matching the *Name* you entered will appear.
 - Click the **Action** icon for the appropriate person.
- The *Learner Manager* version of that person's *Learner Home* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Learning Certification Oracle App Exact Phrase Go Advanced Search

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

- Choose **Learning Certification** from the *Search* drop-down menu.
- Enter the name of the *Learning Certification* you would like to subscribe the learner to and click the **Go** button.
- The *Search Results* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Learning Certification Oracle App Exact Phrase Go Advanced Search

Learning Certifications

Click the links to see details. For different results please re-enter Search Criteria.

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

Certification Name
Oracle Applications Technical Certification

[Return to Tree](#)

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click the link for the desired **Learning Certification**.
- The selected Learning Certification's *details* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Learning Certification Oracle App Exact Phrase Go Advanced Search

Learning Certification: Oracle Applications Technical Certification

Employee Name Ford, Thomas Employee Number 2128
Organization Email Address Business Group Vision Corporation

You must complete this certification in **120 Day(s)**
Completed certification is valid for **365 Day(s)**
Renewal period **365 Day(s)**
Renewable **Yes**

[Subscribe](#) [Unsubscribe](#)

Description

Managing security and ensuring smooth operations is critical to any successful applications installation. The Oracle Applications Technical Certification path will prepare you with the skills you need to effectively administer 11i E-Business Suite applications.

- Click the **Subscribe** button.



In this example, the Learning Certification requires approval, so the next page will display a *Review* button. If the selected Learning Certification does not require approval, you will be presented with a *Finish* button instead.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Learning Certification Oracle App Exact Phrase Go Advanced Search

Subscribe: Oracle Applications Technical Certification

Employee Name Ford, Thomas Employee Number 2128
 Organization Email Address Business Group Vision Corporation

You must complete this certification in 120 Day(s)
 Completed certification is valid for 365 Day(s)
 Renewable Yes

Description

Managing security and ensuring smooth operations is critical to any successful applications installation. The Oracle Applications Technical Certification path will prepare you with the skills you need to effectively administer 11i E-Business Suite applications.

Additional Information

Context Value

Return to Tree Back Review

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Enter any comments you may have for the approver, and click the **Review** button.
 - Alternatively, if the selected Learning Certification does not require approval, click the **Finish** button. You will see a *confirmation* message indicating that the subscription was successful.
- In this scenario, a review page appears.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Use this page to review your changes. Click Submit to approve the action or Back to continue working on this action.

Back Submit

Certification Details	
	Proposed
Certification Name	Oracle Applications Technical Certification
Description	Managing security and ensuring smooth operations is critical to any successful applications installation. The Oracle Applications Technical Certification path will prepare you with the skills you need to effectively administer 11i E-Business Suite applications.
Duration	120Day(s)
Renewal Duration	365Day(s)
Notify Days Before Expiry	90

- Review the details, add any comments you may have for the approver, and click the **Submit** button.
- A *Confirmation* message will appear. In this case, it indicates that your subscription request has been successfully submitted for approval.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course ☐ Exact Phrase [Advanced Search](#)

Confirmation
 Your request to subscribe to the learning certification Oracle Applications Technical Certification has been submitted for manager approval. You can monitor your subscription status in this certification from the Requested Learning tab on the Learner Home page.

Employee Name	Ford, Thomas	Employee Number	2128
Organization Email Address		Business Group	Vision Corporation



Keep in mind that subscribing an employee to a Learning Certification does not enroll them in its component classes. The Learner must also enroll in and complete all of the Learning Certification's component classes.

Unsubscribing an Employee from a Learning Path or Learning Certification

- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

Oracle Applications Home Page

Main Menu

- ☒ **Learner Manager**
- ☐ Learner Self-Service
- ☐ Learning Administrator
- ☐ Learning Instructor Self-Service
- ☐ Oracle Learning Management Administrator

- Expand the *Learning Management for Managers* folder and choose the **Learner Home** function.

Oracle Applications Home Page

Main Menu

- ☐ **Learner Manager**
 - ☐ **Learning Management for Managers**
 - ☒ **Learner Home**
 - ☐ External Learning

- The *Learner Home* page will appear, displaying all of the Learners in your hierarchy.

ORACLE® Learning Management for Managers

Navigator Favorites Diagnostics Home Logout Preferences Help Personalize Page

Name Go Advanced Search My List...

Learner Home: People in Hierarchy

Manager Desktop Reference

Focus Name	Assignment Number	Job	Department	Action	Details
<input type="checkbox"/> Zglobicki, Moly					
Ford, Thomas	2128		Vision Corporation		
Morrison, Moly	2127		Vision Corporation		
Smith, Glenda	2129		Vision Corporation		

- Click the **Action** icon associated with the Learner that you would like to unsubscribe from training.
 - Alternately, if the Learner is not listed, enter their last name in the *Name* field and click the **Go** button.
 - A list of people matching the *Name* you entered will appear.
 - Click the **Action** icon for the appropriate person.
- The *Learner Manager* version of that person's *Learner Home* page will appear.
- Locate the Learning Certification or Learning Path that you would like to unsubscribe the employee from. This example illustrates unsubscribing an employee from a Learning Path named *Oracle EBS Administration Certification*.

ORACLE® Learning Management

Navigator Favorites Home Logout Preferences

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course ☐ Exact Phrase Go Advanced Search

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Learning Certifications

List of all your active Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
CEBS Certification	Subscribed	Inactive	09-Sep-2014		09-Sep-2014			

Learning Paths

List of all your active Learning Paths

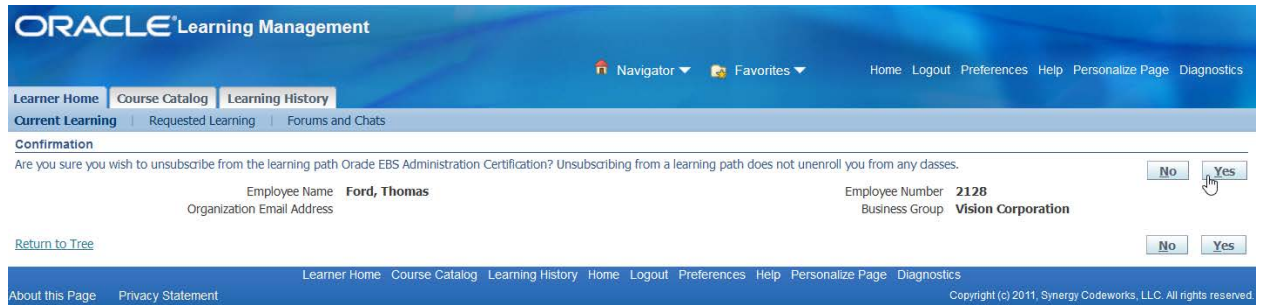
Create

Previous 1-5 Next 5

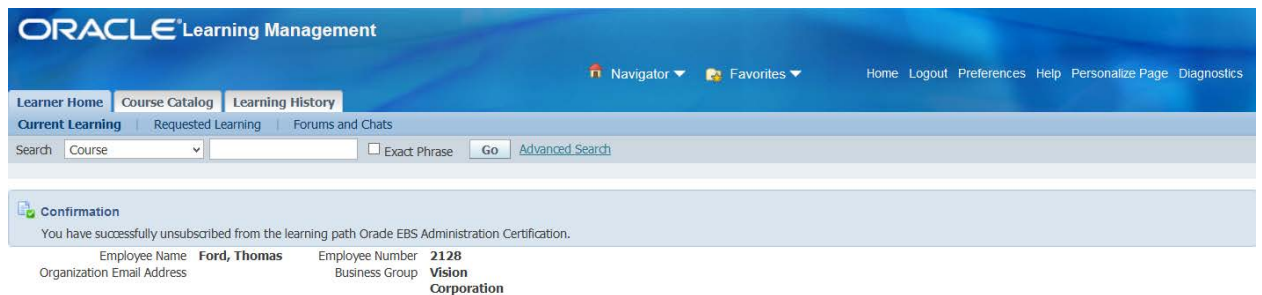
Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Oracle EBS Administration Certification	Active	Manager	0 of 2	29-Nov-2012	31-Jan-2013				
New Hire Orientation Learning Path	Active	Manager	0 of 3	01-Jan-2013	25-Oct-2013				

- Click the **Unsubscribe** icon.

- A *Confirmation* message will appear, asking you to confirm that you wish to proceed with unsubscribing.

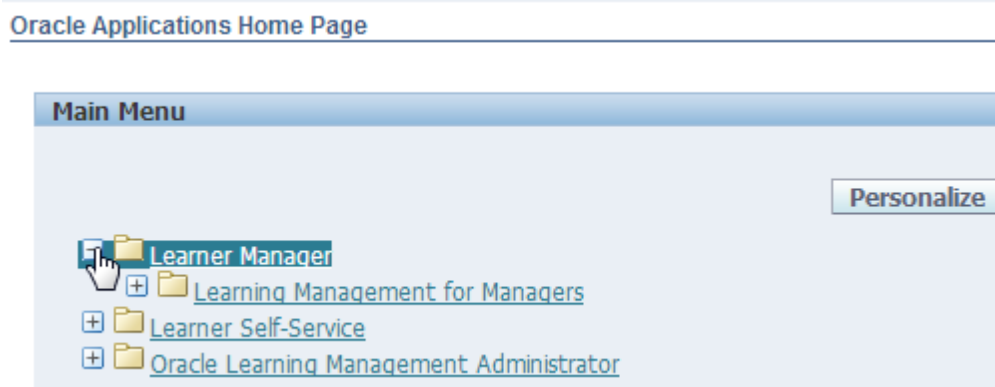


- Click the **Yes** button to continue.
- You will receive a message confirming the employee has been successfully unsubscribed from the Learning Path.



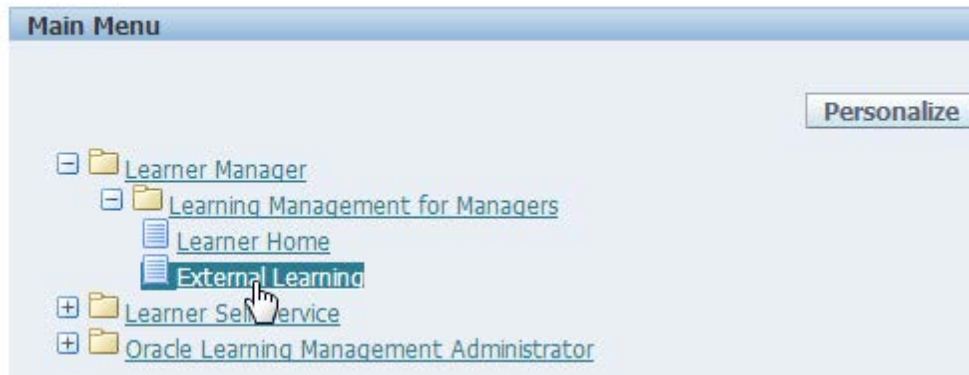
Viewing Your Employee's External Learning

- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.

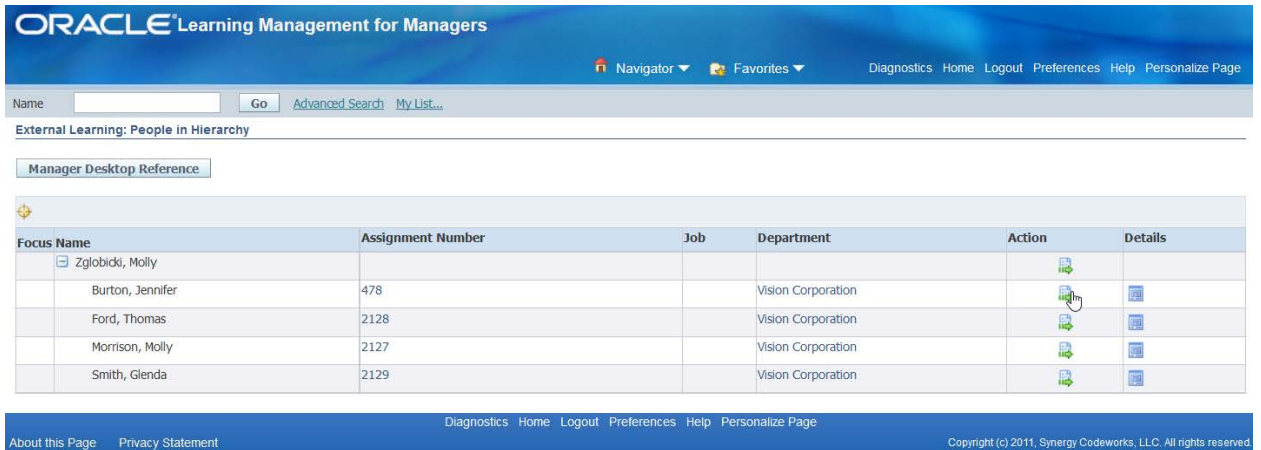


- Expand the *Learning Management for Managers* folder and choose the **External Learning** function.

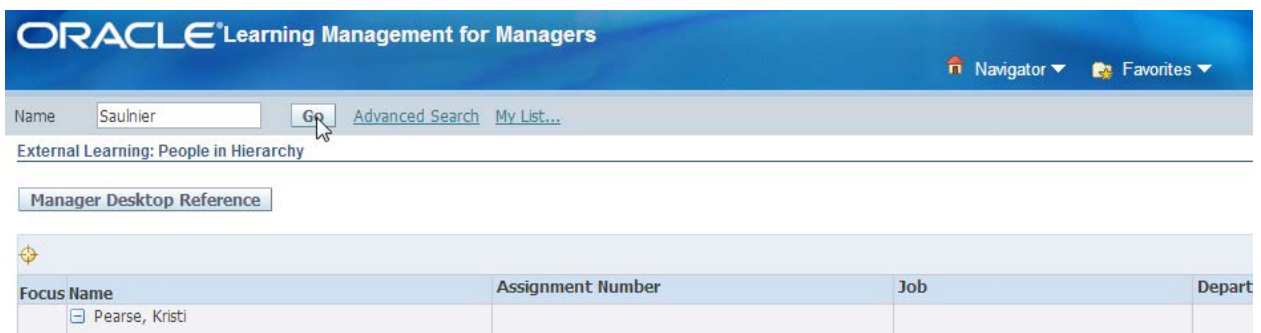
Oracle Applications Home Page



- If listed, select the **Action** button for the employee.



- Alternatively, enter the name of the employee you wish to view in the *Name* field and click the **Go** button.



- Click the **Action** icon for the employee.

ORACLE[®] Learning Management for Managers

Navigator Favorites Diagnostics Home Logout Preferences Help Personalize Page

Name: Go Advanced Search My List...



External Learning: People in Hierarchy >

External Learning: People

Manager Desktop Reference

Select Person:

Select All Select None

Select Name	Assignment Number	Job	Department	Action
<input type="checkbox"/> Saulnier, Anne	2113	DIR200.District Manager	Vision Corporation	 

- You can view all of their External Learning on the resulting **External Learning** page.

ORACLE[®] Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning

To enter a new external class, click Add.

Employee Name: **Saulnier, Anne** Employee Number: **2113**
 Organization Email Address: Business Group: **Vision Corporation**

Select External Learning:

Select Title	Supplier	Completion Date
<input type="radio"/> Oracle External Training	Oracle University	22-Mar-2012


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Modifying or Deleting Your Employee's External Learning



- On the *Oracle Applications Home* page, expand the **Learner Manager** Responsibility.



Oracle Applications Home Page

Main Menu

 **Learner Manager**

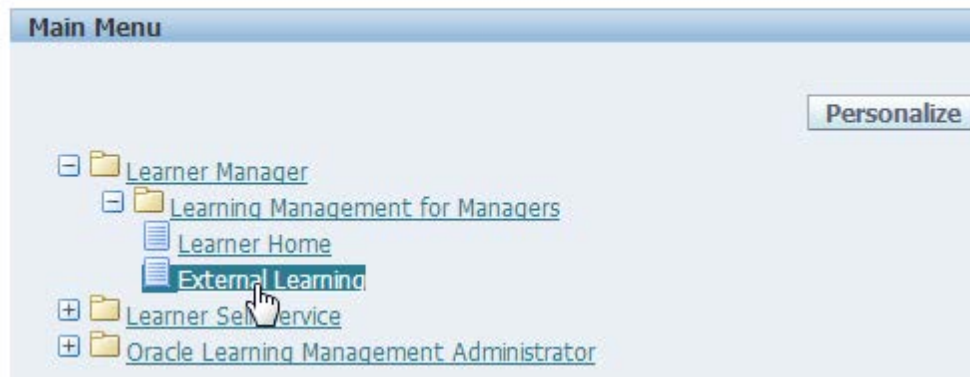
  **Learning Management for Managers**

  **Learner Self-Service**

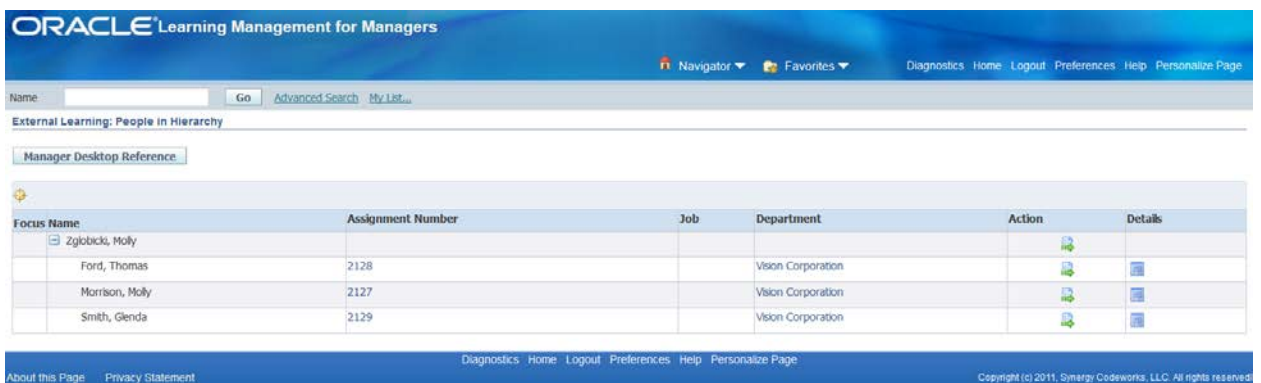
  **Oracle Learning Management Administrator**

- Expand the *Learning Management for Managers* folder and choose the **External Learning** function.

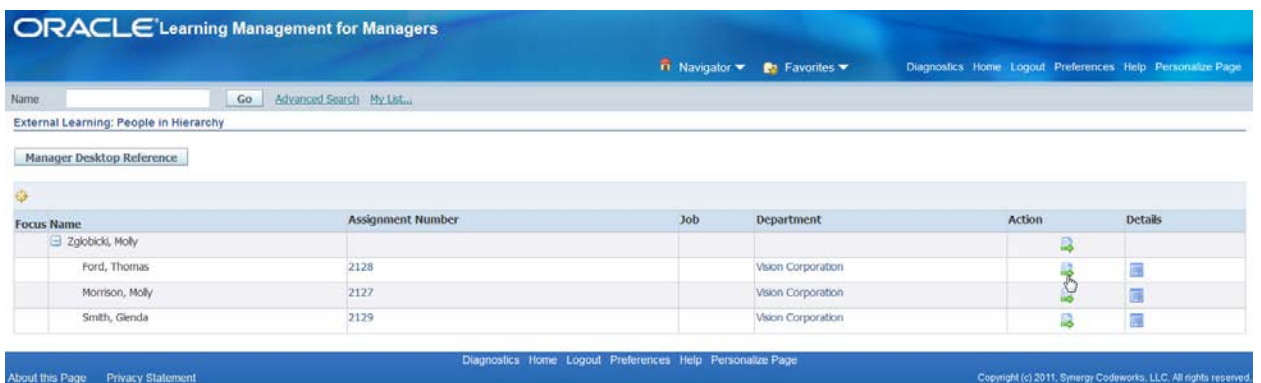
Oracle Applications Home Page



- A page displaying the people in your hierarchy will appear.



- Select the **Action** icon associated with the employee whose External Learning you wish to modify.



- The employee's *External Learning* page will appear.

ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning
To enter a new external class, click Add.

Employee Name: **Ford, Thomas**
Organization Email Address: _____

Employee Number: **2128**
Business Group: **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> Technical Writing II	NE College	23-Jan-2013
<input type="radio"/> Technical Writing III	NE College	15-Jan-2013
<input type="radio"/> Effective Interviewing Techniques	Smith Management Training Institute	16-Aug-2012

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- To *update* a class record listed in the employee's External Learning, select its **Radio** button.

ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

External Learning
To enter a new external class, click Add.

Employee Name: **Ford, Thomas**
Organization Email Address: _____

Employee Number: **2128**
Business Group: **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> Technical Writing II	NE College	23-Jan-2013
<input checked="" type="radio"/> Technical Writing III	NE College	15-Jan-2013
<input type="radio"/> Effective Interviewing Techniques	Smith Management Training Institute	16-Aug-2012

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- Click the **Update** button.
- The *Update External Learning* page appears.

ORACLE Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Update External Learning : Technical Writing III
Please update external learning details where necessary.

Employee Name: **Ford, Thomas**
Organization Email Address: _____

Employee Number: **2128**
Business Group: **Vision Corporation**

Cancel Save for Later Apply

* Indicates required field

* Title:

* Completion Date: (example: 28-Mar-2013)

Equivalent Course:

Duration:

Award:

Contact:

* Supplier:

Location:

Training Type:

Status:

Score:

Cancel Save for Later Apply

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- Make all desired changes to the class record, and click the **Apply** button.

ORACLE[®] Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Update External Learning : Technical Writing III

Please update external learning details where necessary.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

* Indicates required field

* Title * Supplier
 * Completion Date Location
 (example: 28-Mar-2012)
 Equivalent Course Training Type
 Duration Status
 Award Score
 Contact

Cancel Save for Later Apply

Diagnostics Home Logout Preferences Personalize Page

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- A **Confirmation** message will appear, indicating that the class information has been updated successfully.

ORACLE[®] Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Confirmation

Your attendance in the external class has been successfully updated.

External Learning

To enter a new external class, click Add.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> Technical Writing II	NE College	23-Jan-2013
<input type="radio"/> Technical Writing III	NE College	14-Jan-2013
<input type="radio"/> Effective Interviewing Techniques	Smith Management Training Institute	16-Aug-2012

Diagnostics Home Logout Preferences Personalize Page

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- To *delete* an object from an employee's External Learning, select the **Radio** button for the object you wish to delete.

ORACLE[®] Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Confirmation

Your attendance in the external class has been successfully updated.

External Learning

To enter a new external class, click Add.

Employee Name **Ford, Thomas** Employee Number **2128**
 Organization Email Address Business Group **Vision Corporation**

Add

Select External Learning: Update Delete

Select Title	Supplier	Completion Date
<input checked="" type="radio"/> Technical Writing II	NE College	23-Jan-2013
<input type="radio"/> Technical Writing III	NE College	14-Jan-2013
<input type="radio"/> Effective Interviewing Techniques	Smith Management Training Institute	16-Aug-2012

Diagnostics Home Logout Preferences Personalize Page

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- Click the **Delete** button.
- A **Warning** page will appear. Click the **Yes** button to confirm the deletion.

- A **Confirmation** message will appear, indicating that the external class record has been successfully deleted.

ORACLE[®] Learning Management

Navigator Favorites Diagnostics Home Logout Preferences Personalize Page

Confirmation
This external class record is now deleted.

External Learning
To enter a new external class, click Add.

Employee Name **Ford, Thomas** Employee Number **2128**
Organization Email Address Business Group **Vision Corporation**

Add

Select External Learnings: Update Delete

Select Title	Supplier	Completion Date
<input type="radio"/> Technical Writing III	NE College	14-Jan-2013
<input type="radio"/> Effective Interviewing Techniques	Smith Management Training Institute	16-Aug-2012

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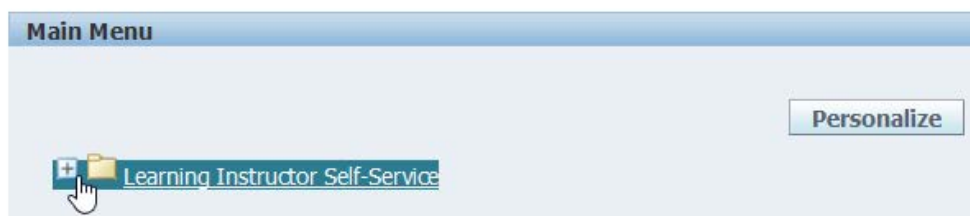
Learning Instructor

Viewing My Instructor Home Page

The *Instructor Home* page displays an overview of an Instructor's class engagements, as well as their associated *Learners* and links to any online content that may be part of a class.

- On the *Oracle Applications Home* page, expand the **Learning Instructor Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning Instructor* folder and choose the **Instructor Home** function.

Oracle Applications Home Page



- You will be taken to your *Instructor Home* page, where you can view all of your Scheduled and Self-Paced Classes.



- View the list of learners enrolled in a Class by clicking the link in the **Enrollments** column.
- If a Class has online content associated with it, you can view the content by clicking on the **Play** icon in the *Play* column.

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play
Office Management Basics 141323	Business Planning 101		Confirmed	20-May-2013	24-May-2013	Central Time	20-May-2013	1 Learners	
Business Planning (Instructional Video)	Business Planning 101		Confirmed	04-Jun-2013	04-Jun-2013	Central Time	23-Jul-2013	0 Learners	

Viewing Class Details

- On the *Oracle Applications Home* page, expand the **Learning Instructor Self-Service** Responsibility.

Oracle Applications Home Page

- Expand the *Learning Instructor* folder and choose the **Instructor Home** function.



Oracle Applications Home Page



- Your *Instructor Home* page will be displayed. From this page, you can view all of your bookings for Scheduled or Self-Paced classes, as shown below.

The screenshot displays the 'Instructor Home' page in the Oracle Learning Management system. The page includes a header with the Oracle logo and 'Learning Management' text. Below the header, there are navigation links: 'Instructor Home', 'Forums and Chats', 'Supplemental Bookings', and 'Booking History'. A welcome message 'Welcome, Zglobicki, Molly!' is shown. The main content area is divided into two sections: 'Scheduled Classes' and 'Self-Paced Classes'. The 'Scheduled Classes' section contains a table with two rows of class information. The 'Self-Paced Classes' section shows 'No results found.'

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play
Office Management Essentials	Business Planning 101		Confirmed	05-Jun-2013	05-Jun-2013	Eastern Time	05-Jun-2013	Boston	3 Learners	Play
Communication Essentials	Business Planning 101		Confirmed	10-Jun-2013	10-Jun-2013	Eastern Time	10-Jun-2013	Boston	3 Learners	Play

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play
No results found.									

- Click the link for the **Class Name** that you would like to view the details of.

This screenshot is identical to the previous one, showing the 'Instructor Home' page. An orange arrow is added, pointing from the 'Office Management Essentials' link in the 'Scheduled Classes' table to the 'Class Name' column header, indicating the next step in the process.

- The selected Class' *details* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home >

Class: Office Management Essentials

Class Name	Office Management Essentials	Time Zone	Eastern Time
Class Start Date	05-Jun-2013	Training Center	Boston
Class Start Time	09:00	Class Status	Normal
Class End Date	05-Jun-2013	Booking Status	Confirmed
Class End Time	12:00		

Overview Sessions Enrollments Resources Prerequisites Free Text Responses

Course Name	Business Planning 101	Booking End Date	05-Jun-2013
Offering Name	Instructor-Led Training	Booking End Time	12:00
Delivery Mode	Instructor Led Training (Classroom)	Booking Time Zone	Eastern Time
Course Code		Maximum Internal Attendees	
Enrollment Start Date	30-Apr-2013 00:00:00	Minimum Attendees	
Enrollment End Date	03-Jun-2013 23:59:00	Maximum Attendees	
Booking Start Date	05-Jun-2013	Price Basis	No Charge
Booking Start Time	09:00		

Description

Objectives

Audience

- Click the **Enrollments** tab to view learners enrolled in the class.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home >

Class: Office Management Essentials

Class Name	Office Management Essentials	Time Zone	Eastern Time
Class Start Date	05-Jun-2013	Training Center	Boston
Class Start Time	09:00	Class Status	Normal
Class End Date	05-Jun-2013	Booking Status	Confirmed
Class End Time	12:00		

Overview Sessions Enrollments Resources Prerequisites Free Text Responses

Click Update Enrollment Status to update the enrollment status for one or more learners. Click Filter enrollments to view specific learners from the enrollments list.

Enrollment Placed	3	Enrollment Requested	0
Enrollment Attended	0	Enrollment Cancelled	0
Enrollment Waitlisted	0		

Select Enrollment: Update Enrollments Filter Enrollments

Select All Select None

Select	Learner	Contact	Person Type	Organization	Customer	Places	Enrollment Number	Enrollment Status	Mandatory Enrollment	Evaluation Status	Completion Date	Attachments	Attachments
<input type="checkbox"/>	Jervis, Kyle		Employee	Vision Corporation		1	59917	Enrolled...	No				
<input type="checkbox"/>	Smith, Mr. Lee		Employee	Vision Corporation		1	59918	Enrolled...	No				
<input type="checkbox"/>	Ford, Thomas		Employee	Vision Corporation		1	59926	Enrolled...	No				

Return to Instructor Home

Instructor Home Home Logout Preferences Help Personalize Page Diagnostics

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- Click the **Resources** tab to view any resources that have been booked for the class.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home >

Class: Office Management Essentials

Class Name	Office Management Essentials	Time Zone	Eastern Time
Class Start Date	05-Jun-2013	Training Center	Boston
Class Start Time	09:00	Class Status	Normal
Class End Date	05-Jun-2013	Booking Status	Confirmed
Class End Time	12:00		

Overview Sessions Enrollments Resources Prerequisites Free Text Responses

View Bookings All Go

Resource Name	Type	Quantity	Start Date	End Date	Booking Status	Session Name
Molly Zglobicki	Trainer	1	05-Jun-2013 09:00	05-Jun-2013 12:00	Confirmed	

Return to Instructor Home

Instructor Home Home Logout Preferences Help Personalize Page Diagnostics

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- Likewise, you may click any of the other available tabs to view the information associated with the tab's name.
- To return to your *Instructor Home* page, click the link in the breadcrumb trail at the top of the page, click on the *Instructor Home* tab, or use the **Return to Instructor Home** link in the lower-left corner of the page.

Updating Enrollments for a Class

- On the *Oracle Applications Home* page, expand the **Learning Instructor Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning Instructor* folder and choose the **Instructor Home** function.

Oracle Applications Home Page



- The *Instructor Home* page will appear.



ORACLE[®] Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Welcome, Zglobicki, Molly!

Instructor Home
View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.

Scheduled Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play
Office Management Essentials	Business Planning 101		Confirmed	05-Jun-2013	05-Jun-2013	Eastern Time	05-Jun-2013	Boston	3 Learners	Play
Communication Essentials	Business Planning 101		Confirmed	10-Jun-2013	10-Jun-2013	Eastern Time	10-Jun-2013	Boston	3 Learners	Play

Self-Paced Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play
No results found.									

Announcements
You have 2 new notifications.

My Supplemental Bookings
• Booking from 24-JAN-2013 to 25-JAN-2013

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Instructor Home Home Logout Preferences Help Personalize Page Diagnostics

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- Click on the **Learners** link in the *Enrollments* column for the class you would like to update enrollments for.
- Select the learner(s) you would like to update, and click the **Update Enrollments** button.

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home >

Class: Office Management Essentials

Class Name	Office Management Essentials	Time Zone	Eastern Time
Class Start Date	05-Jun-2013	Training Center	Boston
Class Start Time	09:00	Class Status	Normal
Class End Date	05-Jun-2013	Booking Status	Confirmed
Class End Time	12:00		

Overview Sessions **Enrollments** Resources Prerequisites Free Text Responses

Click Update Enrollment Status to update the enrollment status for one or more learners. Click Filter enrollments to view specific learners from the enrollments list.

Enrollment Placed	3	Enrollment Requested	0
Enrollment Attended	0	Enrollment Cancelled	0
Enrollment Waitlisted	0		

Select Enrollment: **Update Enrollments** | **Filter Enrollments**

[Select All](#) | [Select None](#)

Select	Learner	Contact	Person Type	Organization	Customer	Places	Enrollment Number	Enrollment Status	Mandatory Enrollment	Evaluation Status	Completion Date	Attachments	Attachments
<input checked="" type="checkbox"/>	Ford, Thomas		Employee	Vision Corporation		1	59916	Enrolled...	No			0	
<input type="checkbox"/>	Jervis, Kyle		Employee	Vision Corporation		1	59917	Enrolled...	No			0	
<input type="checkbox"/>	Smith, Mr. Lee		Employee	Vision Corporation		1	59918	Enrolled...	No			0	

- The *Update Enrollments* page will appear.



ORACLE[®]

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home >

Update Enrollments

Class Name Office Management Essentials
Course Name Business Planning 101
Enrollment Status Cancelled
Reason for Change
☐ Submit Concurrent Program

Class Start Date 05-Jun-2013

Cancel Apply

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- Choose an appropriate status from the *Enrollment Status* dropdown menu. For this example, a new status of *Cancelled* has been selected.
- Additional fields may appear, depending upon which status is selected.
- Complete any additional field(s) as required. For this example, the *Reason for Change* field has been completed to indicate that a *Correction* is being made.

ORACLE[®] Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home > Class >

Update Enrollments

Class Name Office Management Essentials
Course Name Business Planning 101
Enrollment Status Cancelled
Reason for Change Correction
☐ Submit Concurrent Program

Class Start Date 05-Jun-2013

Cancel Apply

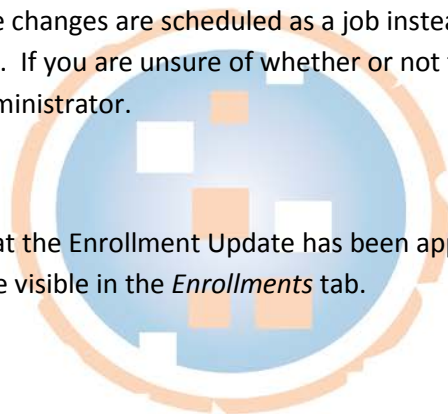
About this Page Privacy Statement Instructor Home Home Logout Preferences Help Personalize Page Diagnostics

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If changes are being made to multiple Enrollments at once, you can choose the *Submit Concurrent Program* check box so that the changes are scheduled as a job instead of being processed by the system right away. If you are unsure of whether or not to use this functionality, consult your system administrator.

- Click the **Apply** button.
- A *Confirmation* message will appear, indicating that the Enrollment Update has been applied successfully, and the new Enrollment Status will be visible in the *Enrollments* tab.



Confirmation
Successfully applied Enrollment Mass Update.

Class: Office Management Essentials

Class Name	Office Management Essentials	Time Zone	Eastern Time
Class Start Date	05-Jun-2013	Training Center	Boston
Class Start Time	09:00	Class Status	Normal
Class End Date	05-Jun-2013	Booking Status	Confirmed
Class End Time	12:00		

Overview | **Sessions** | **Enrollments** | **Resources** | **Prerequisites** | **Free Text Responses**

Click Update Enrollment Status to update the enrollment status for one or more learners. Click Filter enrollments to view specific learners from the enrollments list.

Enrollment Placed	2	Enrollment Requested	0
Enrollment Attended	0	Enrollment Cancelled	1
Enrollment Waitlisted	0		

Select Enrollment: **Update Enrollments** | **Filter Enrollments**

Select All | Select None

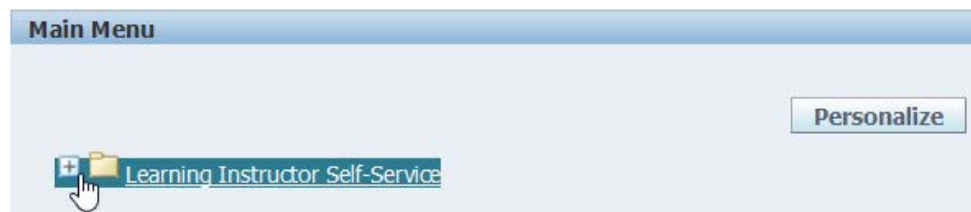
Select	Learner	Contact	Person Type	Organization	Customer	Places	Enrollment Number	Enrollment Status	Mandatory Enrollment	Evaluation Status	Completion Date	Attachments	Attachments
<input type="checkbox"/>	Ford, Thomas		Employee	Vision Corporation		1	59916	Cancelled...	No				
<input type="checkbox"/>	Jervis, Kyle		Employee	Vision Corporation		1	59917	Enrolled...	No				
<input type="checkbox"/>	Smith, Mr. Lee		Employee	Vision Corporation		1	59918	Enrolled...	No				

Viewing Free Text Answers from a Class Test

Free Text questions can be used to evaluate a Learner's knowledge of a Class's subject matter, or to gather feedback about a class.

- On the *Oracle Applications Home* page, expand the **Learning Instructor Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning Instructor* folder and choose the **Instructor Home** function.

Oracle Applications Home Page



- You will be taken to your *Instructor Home* page.
- Click the link for the **Class Name** containing the Free Text Responses that you wish to view.

ORACLE[®] Learning Management

Navigator ▾ Favorites ▾ Home Lo

Instructor Home

Instructor Home | Forums and Chats | Supplemental Bookings | Booking History

Instructor Home

View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.

Scheduled Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play
Office Management Essentials	Business Planning 101		Confirmed	05-Jun-2013	05-Jun-2013	Eastern Time	08-May-2013	Boston	0 Learners	▶
Communication Essentials	Business Planning 101		Confirmed	10-Jun-2013	10-Jun-2013	Eastern Time	10-Jun-2013	Boston	0 Learners	▶

Self-Paced Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play
Office Management Basics 141323	Business Planning 101		Confirmed	20-May-2013	24-May-2013	Central Time	20-May-2013	1 Learners	▶

- The Class's *details* page will appear.

ORACLE[®] Learning Management

Navigator ▾ Favorites ▾ Home Logout Preferences

Instructor Home

Instructor Home | Forums and Chats | Supplemental Bookings | Booking History

Instructor Home: Instructor Home >

Class: Office Management Basics 141323

Class Name	Office Management Basics 141323	Time Zone	Central Time
Class Start Date	20-May-2013	Training Center	
Class Start Time	00:00	Class Status	Normal
Class End Date		Booking Status	Confirmed
Class End Time			

Overview | Online Learning | Enrollments | Resources | Prerequisites | **Free Text Responses**

Course Name	Business Planning 101	Booking End Date	24-May-2013
Offering Name	Office Management Basics	Booking End Time	23:59
Delivery Mode	Self Paced Online	Booking Time Zone	Central Time
Course Code		Maximum Internal Attendees	
Enrollment Start Date	20-May-2013 00:00:00	Minimum Attendees	0

- Select the **Free Text Responses** tab.
- If necessary, enter an appropriate **Start Date** and an **End Date**.



Entering a Start and/or End Date is not required in order to execute a Search. However, doing so may help narrow down your search results and help you find the Free Text Responses you seek more efficiently.

ORACLE[®] Learning Management

Navigator ▾ Favorites ▾ Home Logout

Instructor Home

Instructor Home | Forums and Chats | Supplemental Bookings | Booking History

Instructor Home: Instructor Home >



Class: Office Management Basics 141323

Class Name **Office Management Basics 141323**
 Class Start Date **20-May-2013**
 Class Start Time **00:00**
 Class End Date
 Class End Time

Time Zone **Central Time**
 Training Center
 Class Status **Normal**
 Booking Status **Confirmed**

Overview Online Learning Enrollments Resources Prerequisites **Free Text Responses**

Search

Start Date 20-May-2013 
 (example: 20-May-2013)
 End Date 

Go Clear

- The *Learner Responses* that meet the entered Search criteria will be listed.

ORACLE[®] Learning Management

Navigator ▾ Favorites ▾ Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home

Instructor Home | Forums and Chats | Supplemental Bookings | Booking History

Instructor Home: Instructor Home >



Class: Office Management Basics 141323

Class Name **Office Management Basics 141323**
 Class Start Date **20-May-2013**
 Class Start Time **00:00**
 Class End Date
 Class End Time




Time Zone **Central Time**
 Training Center
 Class Status **Normal**
 Booking Status **Confirmed**

Overview Online Learning Enrollments Resources Prerequisites **Free Text Responses**

Search

Start Date 20-May-2013 
 (example: 20-May-2013)
 End Date 

Go Clear

Learner	Class Name	Question Text	Date and Time	View Response
Ford, Thomas	Office Management Basics 141323	Do you feel that this class provided you with a good foundation in understanding the basics of office management?	20-May-2013 11:53:15	
Ford, Thomas	Office Management Basics 141323	What do you feel is the most important factor in achieving successful office management?	20-May-2013 11:53:15	
Ford, Thomas	Office Management Basics 141323	Please comment on what you think could be improved about this class.	20-May-2013 11:53:15	

- Click the **View Response** icon for the Question Text of interest.
- The *View Free Text Response* page will appear.

ORACLE[®] Learning Management

Navigator ▾ Favorites ▾ Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home

Instructor Home | Forums and Chats | Supplemental Bookings | Booking History

Instructor Home: Instructor Home > Class >

View Free Text Response

Question Do you feel that this class provided you with a good foundation in understanding the basics of office management?

Response Yes, I do.

Return

- Click the **Return** button to return to the *Free Text Responses* tab.



In order to view other Free Text Responses, it is necessary to re-run the *Search* and then click the desired **View Response** icon.

Participating in an Online Forum

Learning Instructors can take part in online forums with learners who are enrolled in classes for which they have been booked. The forum must be set up for the Class by a Learning Administrator or another user with equivalent access to the system.

Online forums can be very useful for instructors and learners to connect with one another from offsite or remote locations, conducting Q&A-type follow up discussions after a class has occurred, or for more general discussions that relate to the Class topic. Forums can take place prior to or after the class, depending on the needs of the Instructor and Learners.

- On the *Oracle Applications Home* page, expand the **Learning Instructor Self-Service** Responsibility.

Oracle Applications Home Page



- Expand the *Learning Instructor* folder and choose the **Instructor Home** function.

Oracle Applications Home Page



- Your *Instructor Home* page will be displayed.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Welcome, Zglobicki, Molly!

View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.

Scheduled Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play
Office Management Essentials	Business Planning 101		Confirmed	05-Jun-2013	05-Jun-2013	Eastern Time	05-Jun-2013	Boston	3 Learners	Play
Communication Essentials	Business Planning 101		Confirmed	10-Jun-2013	10-Jun-2013	Eastern Time	10-Jun-2013	Boston	4 Learners	Play

Self-Paced Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play
Business Planning (Instructional Video)	Business Planning 101		Confirmed	04-Jun-2013	04-Jun-2013	Central Time	15-Mar-2013	0 Learners	Play

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- Click the link for the **Class Name** that contains the forum you wish to view.
- The *Class's* details page will appear.
- If a Forum has been set up for the Class, it will be displayed in the *Forums* section in the upper-right.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home >

Class: Communication Essentials

Class Name	Communication Essentials	Time Zone	Eastern Time
Class Start Date	10-Jun-2013	Training Center	Boston
Class Start Time	09:00	Class Status	Normal
Class End Date	10-Jun-2013	Booking Status	Confirmed
Class End Time	12:00		

Forums

- [Communication Essentials Forum \(Threads - 1, Postings - 1\)](#)

Overview Sessions Enrollments Resources Prerequisites Free Text Responses

- Click the link for the **Forum** you wish to view.
- Alternatively, to search for a Forum, click the **Forums and Chats** tab.
- Select **Forum** from the *Catalog Object* drop down menu.
- If you know the name of the Forum you are searching for, enter it in the *Forum Name* field.
 - If you do not know the name of the Forum, leave the *Forum Name* field blank and the search will return a list of results containing any Forums that you have access to.
 - De-select the checkbox next to *Restrict to Forums and Chats I Moderate*.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Forums and Chats

Access all forums and chats which you have been booked as a moderator, or forums and chats associated with a class which you are booked as an instructor.

Search

Catalog Object: Forum
 Forum Name:
 Type:
 Name:
 Start Date:
 End Date:
☐ Restrict to Forums and Chats I Moderate

Forums

Forum Name	Type	Name	Topics	Messages	Date of Latest Message	Start Date	End Date
No results found.							

[Return to Instructor Home](#)

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- Click the **Go** button.
- Select the appropriate **Forum Name** link from the listed search results in the *Forums* section.

Forum Name	Type	Name	Topics	Messages	Date of Latest Message	Start Date	End Date
Communication Essentials Forum	Class	Communication Essentials	0	0		05-May-2013	

- The *Class Forum* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Forums and Chats >

Class Forum: Communication Essentials Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently disabled for this forum.

Description

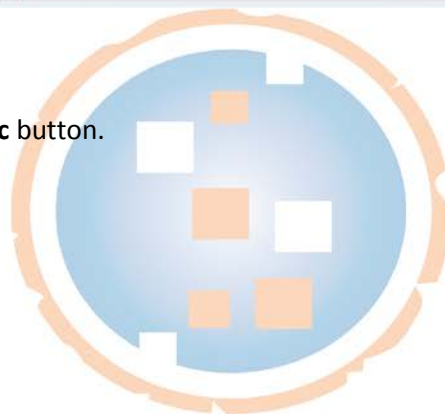
Spring, 2013 Communication Essentials Class Forum

Public Topics

Click a topic name to view all messages posted by subscribers and moderators.

Topic Name	Date of Latest Message	Replies
Chapter 1: Breaking the Ice	06-May-2013	1

- Forum discussions are broken down by *Topic*.
- To create a new topic, click the **Create Public Topic** button.
- Enter an appropriate **Topic Name**.
- Enter a **Message** to lead the topic discussion.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Forums and Chats > Class Forum >

Create Forum Topic

Enter the topic details.

Forum: **Communication Essentials Forum**

* Topic Name:

* Message:

Cancel Apply

Cancel Apply

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- Click the **Apply** button.
- A *Confirmation* message will appear, indicating that the change was successfully applied, and the newly-created *Topic Name* will be listed.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Forums and Chats >

Confirmation

Successfully applied Forum Topic Chapter 2: Learning the Ropes.

Class Forum: Communication Essentials Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently disabled for this forum.

Start Notification

Description

Spring, 2013 Communication Essentials Class Forum

Public Topics

Click a topic name to view all messages posted by subscribers and moderators.

Create Public Topic

Topic Name	Date of Latest Message	Replies
Chapter 2: Learning the Ropes	06-May-2013	0
Chapter 1: Breaking the Ice	06-May-2013	1

- To view an existing Topic, click the **Topic Name** link.
- The *Topic Messages* for the selected Topic Name will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home > Class > Class Forum >

Topic Messages: Chapter 1: Breaking the Ice

Select Message:

Select Focus Posted	Message	Author	Attachments
<input type="radio"/> 05-May-2013	This forum is for discussion of the topics covered in chapter 1.	Zglobicki, Molly	
<input checked="" type="radio"/> 06-May-2013	Will employee orientation be covered in this chapter?	Ford, Thomas	

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- To reply to a message, select the **radio button** for the message and click the **Reply** button.
- The *Reply to Message* page appears.
- Enter a **Reply** to the selected message in the text box. (The message you are replying to will be shown directly above the text box.)

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Forums and Chats > Class Forum > Topic Messages >

Reply to Message

Forum Topic: Chapter 1: Breaking the Ice

Hide Message

Will employee orientation be covered in this chapter?

* Reply Employee orientation will be touched upon briefly toward the end of the chapter, as a lead in to Chapter 2. Chapter 2 will cover employee orientation in detail.

Cancel Apply

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- Click the **Apply** button.
- A *Confirmation* message will appear, indicating that your change was successfully applied.
- The *Topic Messages* page will be shown, and the Message you replied to will be displayed as having multiple replies associated with it, illustrated by the “+” sign as shown below.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Forums and Chats > Class Forum >

Confirmation

Successfully applied Forum Message Employee orientation will be touched upon briefly toward the end of the chapter,.

Topic Messages: Chapter 1: Breaking the Ice

Select Message: Reply

Select Focus Posted	Message	Author	Attachments
<input type="radio"/> 05-May-2013	This forum is for discussion of the topics covered in chapter 1.	Zglobicki, Molly	
<input checked="" type="radio"/> 06-May-2013	Will employee orientation be covered in this chapter?	Ford, Thomas	

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- To expand the list of Messages, click the “+” sign.
- Your newly-posted Reply will be visible in the *Message* column.

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Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Forums and Chats > Class Forum >

Topic Messages: Chapter 1: Breaking the Ice

Select Message: Reply

Select Focus Posted	Message	Author	Attachments
<input type="radio"/> 05-May-2013	This forum is for discussion of the topics covered in chapter 1.	Zglobicki, Molly	
<input type="radio"/> 06-May-2013	Will employee orientation be covered in this chapter?	Ford, Thomas	
<input type="radio"/> 06-May-2013	Employee orientation will be touched upon briefly toward the end of the chapter, as a lead in to Chapter 2. Chapter 2 will cover employee orientation in detail.	Zglobicki, Molly	

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- If you wish to receive a notification when a new message is posted to the forum, click the **Start Notification** button on the *Class Forum* page.

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Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Forums and Chats >

Class Forum: Communication Essentials Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently disabled for this forum.

Start Notification

Description

Spring, 2013 Communication Essentials Class Forum

Public Topics

Click a topic name to view all messages posted by subscribers and moderators.

Create Public Topic

Topic Name	Date of Latest Message	Replies
Chapter 2: Learning the Ropes	06-May-2013	0
Chapter 1: Breaking the Ice	06-May-2013	2

- Notifications will be indicated by an updated link in the *Announcements* section of your *Instructor Home* page.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Welcome, Zglobicki, Molly!

Instructor Home

View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.

Scheduled Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play
Office Management Essentials	Business Planning 101		Confirmed	05-Jun-2013	05-Jun-2013	Eastern Time	05-Jun-2013	Boston	3 Learners	Play
Communication Essentials	Business Planning 101		Confirmed	10-Jun-2013	10-Jun-2013	Eastern Time	10-Jun-2013	Boston	4 Learners	Play

Announcements

You have 5 new notifications.

My Supplemental Bookings

- Booking from 24-JAN-2013 to 25-JAN-2013

- Click the link to view new notifications.
- New posts will be listed as, "New message posted to forum," in the *Subject* column.
- Click a link to view the message.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home >

Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select	From	Type	Subject	Sent
<input type="checkbox"/>		OTA Workflow	New message posted to forum.	06-May-2013
<input type="checkbox"/>		OTA Workflow	New message posted to forum.	06-May-2013

- The notification's details page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home > Worklist >

Information

This notification does not require a response.

New message posted to forum.

OK Reassign Request Information

To Zglobicki, Molly
Sent 06-May-2013 13:01:16
ID 5027554

A new message has appeared in the following forum.

Forum Communication Essentials Forum
Topic Chapter 1: Breaking the Ice
Message Please feel free to ask any questions you may have about this Class. I look forward to working with you all next week! Thank you.

Please do not respond to this email.

[Return to Worklist](#)

☐ Display next notification after my response

OK Reassign Request Information

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- Click the **OK** button to close the notification and remove it from your listed *Announcements*.
 - If you wish to view the next notification, select the **check box** next to, "Display next notification after my response."
- You will either be brought to the next notification, or returned to the *Worklist* page.
- To stop receiving notifications, click the **Stop Notification** button on the *Class Forum* page as shown below.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Instructor Home: Instructor Home > Class >

Class Forum: Communication Essentials Forum

Click a topic name to view its messages and, if you have subscribed, add replies. If you have subscribed to notification for this forum, you receive a notification when a new message is posted to the forum topic. To view the notification, click the notifications link in the Announcements container on the Home page. Notifications are currently enabled for this forum.

Stop Notification

Description

Spring, 2013 Communication Essentials Class Forum

Participating in an Online Chat

Learning Instructors can take part in online chats with learners who are enrolled in classes for which they have been booked. The chat must be created by the Learning Administrator or someone with equivalent access to the Catalog.

Online chats can be very useful for connecting with learners from offsite or remote locations, conducting follow up discussions after a class has occurred, or addressing questions that learners may have about the class content. Chats can take place prior to or after the class, depending on the needs of the Instructor and Learners.

- On the *Oracle Applications Home* page, expand the **Learning Instructor Self-Service** Responsibility.

Oracle Applications Home Page

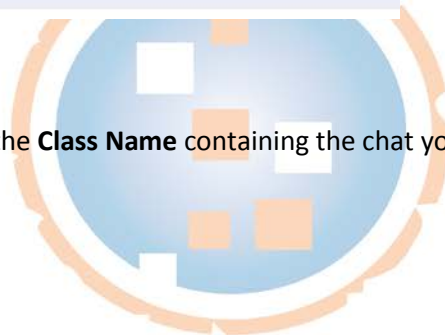


- Expand the *Learning Instructor* folder and choose the **Instructor Home** function.

Oracle Applications Home Page



- Your *Instructor Home* page will be displayed.
- In the *Scheduled Classes* section, click the link for the **Class Name** containing the chat you wish to enter.



ORACLE[®] Learning Management

Navigator ▾ Favorites ▾ Home Lo

Instructor Home

Instructor Home | Forums and Chats | Supplemental Bookings | Booking History

Instructor Home

View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.

Scheduled Classes

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play
Office Management Essentials	Business Planning 101		Confirmed	05-Jun-2013	05-Jun-2013	Eastern Time	05-Jun-2013	Boston	3 Learners	
Communication Essentials	Business Planning 101		Confirmed	10-Jun-2013	10-Jun-2013	Eastern Time	10-Jun-2013	Boston	4 Learners	

- The Class's details page will appear, displaying a *Chats* section in the upper-right.

ORACLE[®] Learning Management

Navigator ▾ Favorites ▾ Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home

Instructor Home | Forums and Chats | Supplemental Bookings | Booking History

Instructor Home: Instructor Home >

Class: Office Management Essentials

Class Name	Office Management Essentials	Time Zone	Eastern Time
Class Start Date	05-Jun-2013	Training Center	Boston
Class Start Time	09:00	Class Status	Normal
Class End Date	05-Jun-2013	Booking Status	Confirmed
Class End Time	12:00		

Chats

- General Discussion and Class Overview (Messages - 0, Attendees - 0)

Overview | Sessions | Enrollments | Resources | Prerequisites | Free Text Responses

Course Name	Business Planning 101	Booking End Date	05-Jun-2013
Offering Name	Instructor-Led Training	Booking End Time	12:00
Delivery Mode	Instructor Led Training (Classroom)	Booking Time Zone	Eastern Time
Course Code		Maximum Internal Attendees	
Enrollment Start Date	30-Apr-2013 00:00:00	Minimum Attendees	
Enrollment End Date	03-Jun-2013 23:59:00	Maximum Attendees	
Booking Start Date	05-Jun-2013	Price Basis	No Charge
Booking Start Time	09:00		

- Click the link for the **Chat** you wish to enter.
- The *Chat* details page will appear.

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Navigator ▾ Favorites ▾ Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home

Instructor Home | **Forums and Chats** | Supplemental Bookings | Booking History

Instructor Home: Instructor Home > | Class >

Chat: General Discussion and Class Overview

Description

Start Date 03-May-2013 Start Time 11:00
End Date End Time
Time Zone Central Time

Chat Resource Bookings

Name	Start Date	Start Time	End Date	End Time	Time Zone	Status	Primary Venue	Quantity
No results found.								

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- Click the **Enter** button to enter the Chat.

- Alternatively, to search for a Chat, click the **Forums and Chats** tab.
- Choose **Chat** from the *Catalog Object* drop down menu.

ORACLE[®] Learning Management

Navigator ▼ Favorites ▼

Instructor Home

Instructor Home | **Forums and Chats** | Supplemental Bookings | Booking History

Forums and Chats

Access all forums and chats which you have been booked as a moderator, or forums and chats associated with a class which you are booked as an instructor.

Search

Catalog Object: All ▼

Type: All ▼ (Chat selected)

Name:

Start Date: (example: 18-Apr-2013)

End Date: (example: 18-Apr-2013)

☒ Restrict to Forums and Chats I Moderate

Go Clear

- Choose **Class** from the *Type* drop down menu, and enter the name of the Class that is associated with the Chat you wish to participate in.
- If you are not the chat moderator, **de-select** the check box next to *Restrict to Forums and Chats I Moderate*.

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Navigator ▼ Favorites ▼

Instructor Home

Instructor Home | **Forums and Chats** | Supplemental Bookings | Booking History

Forums and Chats

Access all forums and chats which you have been booked as a moderator, or forums and chats associated with a class which you are booked as an instructor.

Search

Catalog Object: Chat ▼

Type: Class ▼

Name: Office Management Ess

Start Date: (example: 18-Apr-2013)

End Date: (example: 18-Apr-2013)

☐ Restrict to Forums and Chats I Moderate

Go Clear

- Click the **Go** button to initiate the search.
- Any class that meets the defined search criteria will be listed in the *Chats* search results section as shown below.

Chats										
Chat Name	Type	Name	Start Date	Start Time	End Date	End Time	Time Zone	Recent Messages	Number of Attendees	Enter
General Discussion and Class Overview	Class	Office Management Essentials	03-May-2013	11:00			Central Time	0	0	

[Return to](#)

[About this Page](#) [Privacy Statement](#) [Instructor Home](#) [Home](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#) [Diagnostics](#)

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- Click the **Enter** icon to enter the online chat.
- Once you have entered the chat, a pop-up window will open indicating that you have entered the chat. As others enter the chat, notifications will appear in **red** indicating that they have joined.



By default, the chat window will be set to send your messages to all participating Users at once.

- If necessary, enter a *Refresh Rate* greater than 5.



In the majority of cases, this will not be necessary, and although this field is marked with an asterisk (*), you do not have to enter a value in the field. If no value is entered, the messages will refresh automatically at least once every 5 seconds.

- Enter your message in the text box and hit the **Enter** key on your keyboard or click the **Send** button when you're ready to submit it.

Hello, everyone. Thank you for joining!

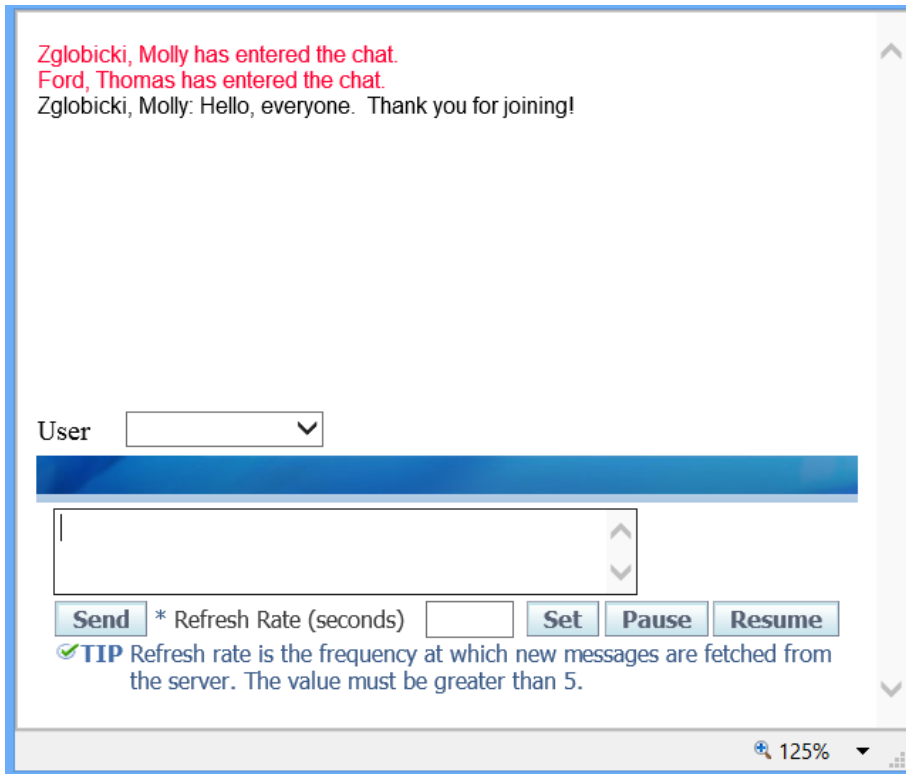
Send * Refresh Rate (seconds) **Set** **Pause** **Resume**

TIP Refresh rate is the frequency at which new messages are fetched from the server. The value must be greater than 5.

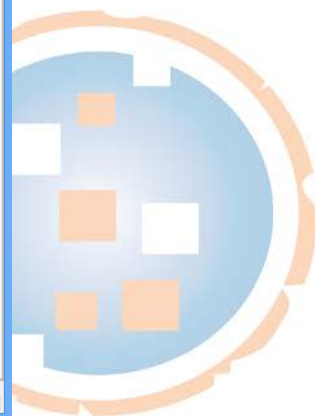
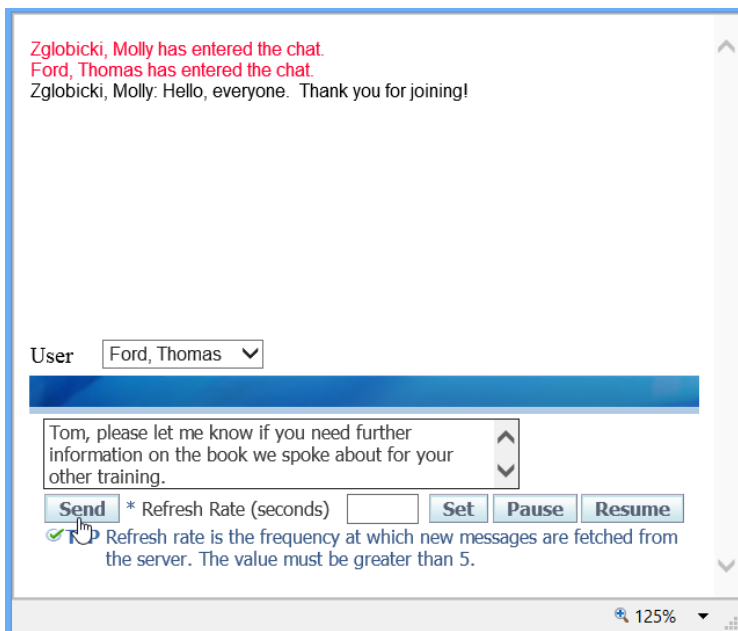
125%

- Your message will be sent to all participants, and will be displayed in your chat window as having originated from you, as shown below.





- To view a list of all *Users* who are signed into the chat and select a chat participant to message individually, click the **arrow** in the *User* drop down menu.
- Select the name of the participant you wish to chat with one-on-one.

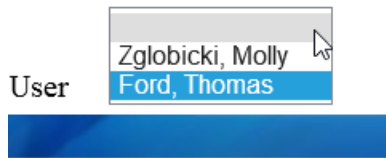


- Enter your message in the text box and hit the **Enter** key on your keyboard, or click the **Send** button to send it to the selected User.



If there is a User shown in the *User* drop-down menu, your message will be sent to that user **ONLY**.

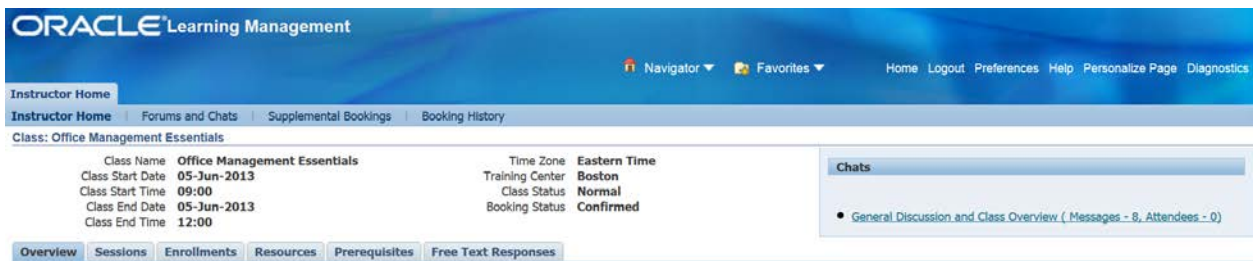
- To go back to sending messages to all signed-in Users at one time, click the **arrow** in the *User* drop down menu again, and select the **blank** line as shown below.



- To exit the chat, click the pop-up window's red **Close** button.



- The *Class's* details page will display a summary of the number of chat messages sent in the past hour, as well as any current attendees, as shown below.

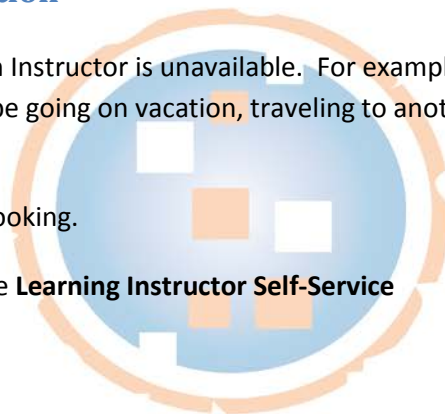


Viewing My Supplemental Booking Information

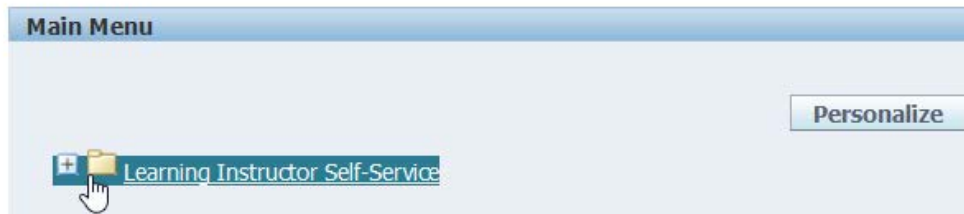
Supplemental Bookings are used to block off time when an Instructor is unavailable. For example, an Instructor may be taking a training themselves, they may be going on vacation, traveling to another location to conduct classes, or they may be ill.

A Learning Administrator must create the supplemental booking.

- On the *Oracle Applications Home* page, expand the **Learning Instructor Self-Service** Responsibility.



Oracle Applications Home Page



- Expand the *Learning Instructor* folder and choose the **Instructor Home** function.

Oracle Applications Home Page



- You will be taken to your *Instructor Home* page, where you can view any Scheduled or Self-Paced classes that you have been booked for.
- If you have any *Supplemental Bookings*, they will be listed in bulleted format beneath your *Announcements* on the upper-right of your *Instructor Home* page.

The screenshot shows the 'Instructor Home' page in Oracle Learning Management. The page has a blue header with the Oracle Learning Management logo and navigation links. The 'Instructor Home' tab is selected. Below the header, there is a section for 'Scheduled Classes' and a section for 'Self-Paced Classes'. The 'Supplemental Bookings' tab is selected, and it shows a list of bookings.

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play
Office Management Essentials	Business Planning 101		Confirmed	05-Jun-2013	05-Jun-2013	Eastern Time	05-Jun-2013	Boston	3 Learners	Play
Communication Essentials	Business Planning 101		Confirmed	10-Jun-2013	10-Jun-2013	Eastern Time	10-Jun-2013	Boston	3 Learners	Play

Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play
Business Planning (Instructional Video)	Business Planning 101		Confirmed	04-Jun-2013	04-Jun-2013	Central Time	15-Mar-2013	0 Learners	Play

- Click the **Supplemental Bookings** tab.
- Your *Supplemental Bookings* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Instructor Home Forums and Chats Supplemental Bookings Booking History

Supplemental Bookings

Search for and view supplemental bookings, which represent time reserved for non-catalog activities, such as vacation or preparation time

Search

Booking Status

Booking Starts After (example: 21-Apr-2013)

Booking Ends Before

Details	Start Date	Start Time	End Date	End Time	Time Zone	Status
Show	15-NOV-2013		18-NOV-2013		Eastern Time	Confirmed
Show	24-JAN-2013		25-JAN-2013		Eastern Time	Confirmed

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- Click the “+” sign or **Show** link to see the details of a Supplemental Booking.
- Any details entered by the Learning Administrator for the selected Supplemental Booking will be displayed.

Details	Start Date	Start Time	End Date	End Time	Time Zone	Status
Hide	15-NOV-2013		18-NOV-2013		Eastern Time	Confirmed
Contact Name: Molly Zglobicki Telephone: 401-342-4598						
Additional Information						
Context Value						

- Click the **Hide** link to collapse the details and return to the original view.





The Unofficial Guide to Oracle® Learning Management (OLM) for Learners, Managers, and Instructors

Whether you're new to the system or a seasoned pro, check out the Synergy Codeworks definitive (albeit unofficial) guide to Oracle® Learning Management.

We think you'll agree that this is the most accessible and easy-to-follow OLM guide in existence. Get step-by-step instructions (with screenshots) and best-practice recommendations for using the latest functionality in Oracle® Learning Management.



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